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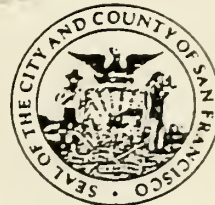
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City and County of San Francisco
CIVIL SERVICE COMMISSION



CALENDAR OF MATTERS

JANUARY 7, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENT 11-0071
JAN 2 1991
CIVIL SERVICE COMMISSION

ORDER OF BUSINESS

PART I 2 P.M.

**CONSENT CALENDAR
REGULAR CALENDAR**

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

**A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER**

**JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY**

Smoking prohibited during Civil Service Commission meetings.

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JANUARY 7, 1991

PART I - 2 P.M.

ITEM NO

- (1) CONTINUANCES: PART I CALENDAR
- (2) MINUTES: REGULAR MEETING OF DECEMBER 3, 1990
- (3) ANNOUNCEMENTS
- (4) Resolution of Commendation for Carlota Texidor del Portillo, for outstanding public service while a member of the Civil Service Commission. (File No. 6753-90)
- Rec: Adopt.

C O N S E N T C A L E N D A R

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (5) Review of requests for approval of proposed personal services contracts with short-doyle funding. (File No. 1180-90)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
483-90/91	Public Health	Baker Places, Inc.
484-90/91	Public Health	Bay Area Addiction Research and Treatment Services, Inc.
485-90/91	Public Health	Bayview-Hunter's Point Foundation for Community Improvement, Inc.

(5) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	486-90/91	Public Health	Chemical Awareness and Treatment Services, Inc.
	487-90/91	Public Health	Haight Ashbury Free Clinics, Inc.
	488-90/91	Public Health	Henry Ohlhoff House, Inc.
	489-90/91	Public Health	Horizons Unlimited of S.F., Inc.
	490-90/91	Public Health	North of Market Senior Services, Inc.
	491-90/91	Public Health	Pacific Mental Health Services, Inc./Operation Concern
	492-90/91	Public Health	Regents of the University of California/Program for AIDS Counseling & Education
	493-90/91	Public Health	Walden House, Inc.
	494-90/91	Public Health	Vargas, Cruz and Patel

Rec: Adopt staff report; notify the Offices of the Controller and the Purchaser.

(6) Review of requests for approval of proposed personal services contracts. (File No. 1181-90)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
495-90/91	Airport	AGS, Inc.
496-90/91	Airport	Law Enforcement Psychological Services
497-90/91	CAO	Rhonda M. Abrams Management Consulting Services
498-90/91	CAO	MacKenzie Communications
499-90/91	CAO	Haight Ashbury Neighborhood Council
500-90/91	CAO	S.F. Junior Chamber of Commerce



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(6) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	501-90/91	Civil Service Commission	To be determined
	502-90/91	Controller	OBS Companies, Inc.
	503-90/91	Controller	CSW
	504-90/91	Controller	Professional Consulting Network
	505-90/91	Controller	Tri-Pacific Consulting Corp.
	506-90/91	Controller	Bedford Consultants, Inc.
	507-90/91	Human Rights Commission	Project Sentinel
	508-90/91	Mayor	Catholic Charities-Status Offender Supervision
	509-90/91	Mayor	Young Community Developers, Inc.
	510-90/91	Mayor	San Francisco Educational Services
	511-90/91	Mayor	Catholic Charities-Sunset Office
	512-90/91	Mayor	Community Boards Program
	513-90/91	Mayor	Elia Hill Hutch C.C.
	514-90/91	Mayor	Chinatown Youth Center
	515-90/91	Mayor	Real Alternatives Program
	516-90/91	Mayor	Potrero Hill Neighborhood House
	517-90/91	Mayor	Visitation Valley Community Center
	518-90/91	Mayor	San Francisco S.A.F.E.
	519-90/91	Mayor	O.M.I Pilgrim Community Center
	520-90/91	Mayor	Bayview-Hunter's Point Foundation
	521-90/91	Police	Law Enforcement Psychological Services, Inc.

(6) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	522-90/91	Port	Cresap, A Towers Perrin Co.
	523-90/91	Public Health	Bay Area Medical Transcription Service
	524-90/91	Public Health	STS Supertypes Services
	525-90/91	Public Health	University of California/SFGH
	526-90/91	Public Health	University of California-SFGH Family Planning
	527-90/91	Public Health	University of California, S.F. Urban Health Study
	528-90/91	Public Health	Bayview Hunter's Point Foundation - Afterquake Project
	529-90/91	Public Health	Aquarius Public Management, Inc.
	530-90/91	Public Health	Catholic Charities
	531-90/91	Public Health	UCSF/AIDS Health Project
	532-90/91	Public Health	Shanti Project
	533-90/91	Public Health	Japanese Community Youth Council
	534-90/91	Public Health	Filipino Task Force on AIDS
	535-90/91	Public Health	Bayview Hunter's Point Foundation
	536-90/91	Public Health	Asian Aids Project/Asian American Recovery Services
	537-90/91	Public Utilities Commission	Camp Dresser & McKee
	538-90/91	Public Utilities Commission	EIP Associates
	539-90/91	Public Utilities Commission	Foster Engineering, Inc.
	540-90/91	Public Works	Miller Pipeline Corporation

(6) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	541-90/91	Public Works	S.F. Community College District
	542-90/91	Public Works	Harding Lawson Associates
	543-90/91	Public Works	The Mattox Group
	544-90/91	Public Works	Oracle Corp.
	545-90/91	Public Works	Woodward-Clyde Group, Inc.
	546-90/91	SFUSD	Wayne Osaki
	547-90/91	Sheriff	Anita Day
	548-90/91	Sheriff	Geese Theatre Company
	549-90/91	Social Services	Don Cohon
	550-90/91	Social Services	Cross Cultural Family Center
	551-90/91	Social Services	St. Patrick's Day Care Center
	552-90/91	Social Services	Florence Crittenton Services
	553-90/91	Social Services	Family Service Agency of S.F.
	554-90/91	Social Services	Economic Opportunity Council
	555-90/91	Social Services	Mission Childcare Consortium, Inc.
	556-90/91	Social Services	Audrey L. Smith Developmental Center
	557-90/91	Social Services	Community Housing Partnership
	558-90/91	Social Services	Alternative Family Service
	559-90/91	Social Services	University of California: Clearing House for Drug-Exposed Infants
	560-90/91	Social Services	Tenderloin Housing Clinic
	561-90/91	Civil Service Commission	Janet Bowmer

(6) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	562-90/91	Civil Service Commission	Emily White
	563-90/91	Civil Service Commission	Don Harrison

Rec: Adopt staff report; notify the Offices of the Controller and the Purchaser.

(7) Classification of positions in various City departments.
(File No. 1182-90)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGH	1	A758 Director of Financial Operations (Sch. 68.6 \$2596B3155)	1675 Supervising Fiscal Officer (Z Sch. 66.2 \$2309B2806)
Public Utilities Commission	1	A785 Water Resources and Planning Manager (J, 2607B3169)	Establish Class 5164 Water Resources and Planning Manager (J,Z Sch. 68.7 \$2607B3169) Draft class specification as detailed in the staff report.
	1	1876 Data Processing Systems & Programming Supervisor (Sch. 62.0 \$1881B2287)	Same

Rec: Adopt staff report.

- (8) Requests for appointment above the entrance rate for various employees. (File No. 2386-90)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lorceli Coquia 1426 Senior Clerk Typist	SFCCD	5	5
Genaro Velasco 2310 Surgical Procedures Technician	Public Health	5	5
Patrick Duterte 2969 Assistant Director, Social Services Programs	Social Services	3	3
Minerva Escalona 1424 Clerk Typist	Public Health	2	2
Evelyn Hogan-Jackson 1135 Affirmative Action Coordinator	Civil Service Commission	5	5
Karen Pierce 2969 Assistant Director, Social Services Programs	Social Services	5	5
Chi Kuen Yu 5254 Associate Mechanical Engineer	Public Utilities Commission	2	2
All appointments in Class 2555 Physical Therapy Assistant	Public Health	3	3

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
James E. Loyce A122 Multi-Service Director	Social Services	5	5 6/30/91
Dung Nguyen 9772 Community Development Specialist	Mayor	3	3 6/30/91

(8)
(cont.)

B. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Lynn Wellington 1446 Secretary II	Airport	5	5 6/30/91
Edan Lum 2450 Pharmacist	Public Health	5	5 6/30/91
Martha Jimenez A067 Legislative Policy Analyst	Board of Supervisors	3	3 6/30/91
Del Price A067 Legislative Policy Analyst	Board of Supervisors	5	5 6/30/91
Mary Jane Sylvia 8169 Legislative Assistant	City Attorney	5	5 6/30/91
Ralph Jacobsen 1880 Chief of Systems	CAO	2	2 6/30/91
Deborah Walters 1446 Secretary II	CAO	3	3 6/30/91
Clark Bell 1872 Programmer Analyst	Controller	3	3 6/30/91
Robert Gotowski 1864 Senior Systems and Procedures Analyst	Controller	2	2 6/30/91
Corrine Hagan 1819 MIS Specialist III	Controller	5	5 6/30/91
Sandra Kleinfeld 1818 MIS Specialist II	Controller	5	5 6/30/91
Marcia Lake 1866 Systems and Procedures Supervisor	Controller	3	3 6/30/91
Jack Marshall 1821 MIS Manager	Controller	3	3 6/30/91
Scott Miller 1801 Supervising Performance Auditor	Controller	5	5 6/30/91

(8)
(cont.)

B. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Kenneth Tashien 1880 Chief of Systems	Controller	3	3 6/30/91
Mark Tipton 1805 Associate Performance Auditor	Controller	3	3 6/30/91
Alan Wong 1246 Principal Personnel Analyst	Fire	5	5 6/30/91
Etienne LeGrand 1823 Senior Administrative Analyst	Mayor	3	3 6/30/91
Charles Robbins 9782 Assistant to Mayor I	Mayor	2	2 6/30/91
Gerardo Sandoval 9782 Assistant to Mayor I	Mayor	2	2 6/30/91
Kathleen Hurley 1248 Assistant Division Manager, Personnel	Police	5	5 6/30/91
Thomas A. Girlich 1823 Senior Administrative Analyst	Port	5	5 6/30/91
Margaret Roberts 1464 Medical Clerk Stenographer	Public Health	3	3 6/30/91
Mary McParland 1446 Secretary II	Public Health	5	5 6/30/91
Dennis Y. Sato 2143 Hospital Assistant Administrator	Public Health	4	4 6/30/91
George Lemp 2804 Epidemiologist III	Public Health	3	3 6/30/91

(8)
(cont.)

B. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Aaron Lara 1736 Computer Operator II	Public Health	5	5 6/30/91
Thomas Fenwick 1737 Senior Computer Operator	Public Health	3	3 6/30/91
Larry Mitchell 1737 Senior Computer Operator	Public Health	5	5 6/30/91
Marsha Herring 2593 Health Program Coordinator III	Public Health	3	3 6/30/91
Paula Connors 1665 Director of Patient Accounts	Public Health	4	4 6/30/91
Brian Katcher 2454 Clinical Pharmacist	Public Health	5	5 6/30/91
Ron Lathouwers 2143 Hospital Assistant Administrator	Public Health	2	2 6/30/91
George McBride 1821 MIS Manager	Public Library	5	5 6/30/91
Jaimie R. Levin 9148 Director of Commission Affairs, Municipal Railway	Public Utilities Commission	2	2 6/30/91
David Robinett 3339 Assistant Zoo Director	Recreation and Park	5	5 6/30/91
Karen Sue Sarlo 1312 Public Information Officer	SFUSD	5	5 6/30/91
Alan Briscoe 1818 MIS Specialist II	Social Services	5	5 6/30/91
Ashour Bebla 1821 MIS Manager	Social Services	5	5 6/30/91

(8) B. TEMPORARY EXEMPT APPOINTMENTS (cont.)
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Waynette Wash 1458 Legal Secretary I	Tax Collector	4	4 6/30/91

Rec: Adopt staff report.

(9) Survey of Class 8222 Housing Authority Police Officer positions in the San Francisco Police Department. (File No. 1170-90)

Rec: Adopt staff report.

1. Notify the Salary Division and the Mayor's Employee Relations Division to include the following in the Fiscal Year 1991-92 Salary Standardization Ordinance for Class 8222 Housing Authority Police Officer:

"When assigned the duties of the Q2 Police Officer, Class 8222 shall be paid the salary schedule the top step of which is closest to but does not exceed the top step of the Q2 Police Officer salary range."

(10) Amendment to class specifications for Class 8304 Deputy Sheriff and Class 8306 Senior Deputy Sheriff. (File No. 1176-90)

Rec: Adopt staff report; amend the specifications for Class 8304 Deputy Sheriff and Class 8306 Senior Deputy Sheriff. Draft class specifications as detailed in the staff report.

(11) Request from the Department of Public Health to establish a new class of Assistant Chief, Paramedic Division. (File No. 1179-90)

Rec: Adopt staff report.

1. Establish a new Class 2531 Assistant Chief, Paramedic Division (1990/91 schedule J,Z 62.7 \$1946B2365). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted as A029 Assistant Chief Paramedics (J \$1946B2365) to Class 2531 Assistant Chief, Paramedic Division (Sch. J,Z 62.7 \$1946B2365).

- (11)
(cont.)
3. Amend Annual Salary Ordinance Section 864100 accordingly.
 4. Advise the Department of Public Health to amend the 1991/92 budget to reflect these actions.
 5. Advise the Civil Service Examination Division to conduct an examination for the new class.

(12) Survey of nine General Fund positions and related grant fund positions in the Victim/Witness Bureau and the Integrated Police Prosecution Unit of the District Attorney's Office.
(File No. 1185-90)

Rec: Adopt staff report.

1. Establish the following new classifications:
 - a. 8129 Victim/Witness Investigator I (J, Sch 52.1 \$1169B1414).
 - b. 8131 Victim/Witness Investigator II (J, Sch. 54.0 \$1279B1550).
 - c. 8133 Victim/Witness Investigator III (J, Z Sch 57.6 \$1520B1844).
 - d. 8135 Assistant Chief Victim/Witness Investigator (J, Z Sch. 60.6 \$1756B2135).
 - e. 8137 Chief Victim/Witness Investigator (J, Z Sch. 63.6 \$2033B2472).
 - f. 8104 Victim and Witness Technician (J, Sch. 47.7 \$947B1147). Draft class specifications as detailed in the staff report.
2. Allocate one position approved in the budget as 8454 Criminal Justice Specialist III (Z, Sch. 61.3 \$1818B2209) to the new class of 8135 Assistant Chief Victim/Witness Investigator.
3. Allocate three positions approved in the budget as 8452 Criminal Justice Specialist II (Z, Sch. 58.0 \$1550B1881) to the new class of 8133 Victim/Witness Investigator III.
4. Allocate one position approved in the budget as 8450 Criminal Justice Specialist I (Sch. 53.3 \$1237B1499) to the new class of 8133 Victim/Witness Investigator III.
5. Allocate one position approved in the budget as 8448 Court Alternative Specialist II (Z, Sch. 55.4 \$1368B1658) to the new class of 8133 Victim/Witness Investigator III.

- (12)
(cont.)
6. Allocate two positions approved in the budget as 8106 Legal Process Clerk (Sch. 46.3 \$887B1073) to 8132 District Attorney's Investigative Assistant (Sch. 52.1 \$1169B1414).
 7. Allocate one position approved in the budget as A072 Victim and Witness Technician (J, Sch. 47.7 \$947B1147) to the new class of 8104 Victim and Witness Technician.
 8. Approve requisitions for grant funded positions as enumerated in the report.
 9. Advise the Department to submit a supplemental appropriation.
 10. Amend Section 04/01/00/1501/01001/303081/07501/001 of the Annual Salary Ordinance administratively.
- (13) Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from October, 1990 to December 31, 1990. (File No. 6418-90)
- Rec: Approve.
- (14) Request from the Department of Public Health to announce and administer three combined entrance/promotional examinations. (File No. 3285-90)
- Rec: Adopt staff report. Allow the Department of Public Health Decentralized Unit to administer the following examinations under close supervision of Civil Service Commission Examination Division staff:
- 1666 Financial Director, Department of Public Health
1675 Supervising Fiscal Officer
2352 Assistant Director of Nursing - Staff Development and Research
- (15) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6779-90)
- Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

(16) General Manager's Report.

A. Preliminary Report on Civil Service Commission Budget Request for Fiscal Year 1991-92.

B. Other matters.

(17) Commissioners' New Business.

CLASSIFICATION MATTERS

(18) Review of requests for approval of proposed personal services contracts. (File No. 1163-90)

- December 3, 1990:
1. Contract Number 450-90/91 over to the meeting of January 7, 1991 at the request of the Airports Commission.
 2. Contract Number 471-90/91 over to the meeting of January 7, 1991 as recommended by the General Manager, Personnel.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
450-90/91	Airport	Jack Hopkins, Inc.
471-90/91	Public Health	Withbert W. Payne, CPA, A Professional Corporation

Rec: Adopt staff report; notify the Offices of the Controller and the Purchaser.

EXAMINATION MATTERS

(19) Appeal by Captain Peter Roybal of staff determination denying his challenges to the ethnicity identifications of individuals on the tentative eligible list for Class H-40 Battalion Chief.
(File No. 3197-90)

September 17, 1990: Refer to staff for further investigation and subsequent report to the Civil Service Commission.

November 5, 1990: 1. Sustain Captain Roybal's challenge of Thomas Santoro.

EXAMINATION MATTERS (cont.)

(19)
(cont.)

2. Defer action on remaining challenges; Civil Service Commission staff to provide further documentation at the November 19, 1990 meeting.
- November 5, 1990:
 3. Staff to provide a report indicating number of employees of the San Francisco Fire Department changing ethnic identification and what those changes were.
 4. City Attorney to research and to report back on the Commission's inquiry regarding the preparation and posting of ethnic identification of San Francisco Fire Department employees.
- November 19, 1990: Over to the meeting of December 3, 1990 at the request of the City Attorney's Office.
- December 3, 1990:
 1. Re challenge by Captain Peter Roybal of ethnic designation of Frank Cercos: Adopt staff report; deny challenge.
 2. Re challenge by Captain Peter Roybal of ethnic designation of Richard Seyler: Over to the meeting of January 7, 1991.
 3. The General Manager, Personnel to develop a procedure to be presented to the Commission at the meeting of January 7, 1991 to notify interested parties of public information regarding eligibles on promotional lists in the San Francisco Fire Department. This procedure to include proposed language for promotional examination announcements, details of content of information to be provided, procedure for protest/challenge of ethnic self-designations and other necessary items.

Rec: Adopt staff report; deny appeal of Captain Peter Roybal.

IN-SERVICE MATTERS

(20)

Appeal by Captain Peter Roybal of staff determination denying his challenge of Lawrence Giovacchini's ethnicity identification.
(File No. 6751-90)

Rec: Adopt staff report; deny appeal of Captain Peter Roybal.

IN-SERVICE MATTERS (cont.)

(21) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

- (21) December 3, 1990: Over to the meeting of January 7, 1991 at
(cont.) the joint request of the City Attorney's
Office and Attorney David Clisham.
- Rec: Deny requests for reinstatement and retroactive status grants,
back pay and other relief. Void permanent civil service
status of all employees receiving status grants as a result of
the Commission's previous decision in 1982.
- (22) Appeal of action of the General Manager, Personnel to delay the
return to duty of Zoraina James for positions in Class 2940 Child
Welfare Worker. (File No. 6752-90)
- Rec: Deny appeal; uphold action of the General Manager, Personnel
to delay return to duty of Zoraina James in Class 2940 Child
Welfare Worker.

REGULAR MEETING - JANUARY 7, 1991

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E
N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(23) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (24) Khai Nguyen, 1866 Systems and Procedures Supervisor, 4/CPE-5, Controller's Office, Information Services Division, 12/7/90.

Recommendation of the Controller's Office:

Approve. Reinstate to a position in the class from which promoted in Class 1864 Senior Systems and Procedures Analyst. Not to be employed again by the Controller's Office until 1993.

APPEAL OF AUTOMATIC RESIGNATION

- (25) Warren Schreiber, 7335 Senior Stationary Engineer, 2/CPE-5, Department of Public Health, San Francisco General Hospital Medical Center, 10/13/90.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (26) Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90.

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

- (27) Mark Wittenberg, 2940 Child Welfare Worker, 42/E-49, Department of Social Services, Family and Children's Services, 12/10/90.

Recommendation of the Department of Social Services:

Dismiss from the City and County Service. Cancel examination and eligibility status for Class 2940 Child Welfare Worker. No future employment in the Child Welfare Worker classification series.

- (28) Lucina Montejano, 1426 Senior Clerk Typist, 9/CPE-207, Department of Public Health, San Francisco General Hospital Medical Center, 12/10/90.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT (cont.)

- (29) Eucebio Maceo, 7514 General Laborer, 16/E-11, Recreation and Park Department, 11/30/90.

Recommendation of the Recreation and Park Department:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

RESIGNATION - SERVICES UNSATISFACTORY

- (30) Jack F. Fitzpatrick, H2 Firefighter, 115/E-24, San Francisco Fire Department, 4/12/90.

June 18, 1990: Off calendar at the request of Mr. Fitzpatrick's attorney. Mr. Fitzpatrick to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County of San Francisco civil service system pending final Civil Service Commission action.

Recommendation of the San Francisco Fire Department:

Accept the resignation as certified. Not to be employed again by the San Francisco Fire Department.

DISMISSAL OF PERMANENT APPOINTMENT

- (31) Reconsideration of Civil Service Commission action of November 5, 1990 due to clerical error of mailing notice of hearing to incorrect address:
Albert Dixon, 2736 Porter, 7/E-56, Department of Public Health, San Francisco General Hospital Medical Center, 10/12/90.

November 5, 1990: Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT APPOINTMENT (cont.)

- (32) Wanda Geter, 1424 Clerk Typist, 8/CPE-167, Department of Social Services, Fiscal Division, 11/8/90.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Social Services.

Recommendation of the Department of Social Services:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service, medical certification of ability and capacity to perform all required duties. Not to be employed again by the Department of Social Services.

- (33) Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF LIMITED TENURE APPOINTMENT

- (34) Wyatt C. McIntyre, 3372 Animal Control Officer, LT, Department of Animal Care and Control, 11/9/90.

December 3, 1990: Over to the meeting of January 7, 1991 at Mr. McIntyre's request.

Recommendation of the Department of Animal Care and Control:

Approve. Cancel all current examination and eligibility status. Not to be employed again by the Department of Animal Care and Control.

(35)

INDIVIDUALS' REQUESTS TO SPEAK

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Maximum time allowed each speaker is three (3) minutes.

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A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

CALENDAR

JANUARY 28, 1991

ROOM 52A (BASEMENT) CITY HALL

5 P.M.

DOCUMENTS DEPT.

JAN 24 1991

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PUBLIC LIBRARY**

ITEM NO.

- (1) Salary Standardization - Fiscal Year 1991-92. (File No. 2020-91)
Rec: Adopt staff report; post for two weeks, forward to the Board of Supervisors.
- (2) Pay Equity Report for Fiscal Year 1991-92. (File No. 2006-91)
Rec: Adopt staff report; forward to the Mayor and the Board of Supervisors.

City and County of San Francisco
CIVIL SERVICE COMMISSION



CALENDAR OF MATTERS

FEBRUARY 4, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

ORDER OF BUSINESS

FEB 1 1991

SAN FRANCISCO
PUBLIC LIBRARY

PART I 2 P.M.

**CONSENT CALENDAR
REGULAR CALENDAR**

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

**A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER**

**JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - FEBRUARY 4, 1991

PART I - 2 P.M.

ITEM NO

- (1) CONTINUANCES: PART I CALENDAR
- (2) MINUTES: A. REGULAR MEETING OF JANUARY 7, 1991
 B. SPECIAL MEETINGS OF JANUARY 28, 1991
- (3) ANNOUNCEMENTS

C O N S E N T C A L E N D A R

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (4) Review of requests for approval of proposed personal services contracts. (File No. 1181-90)

January 7, 1991: Contract Number 521-90/91 over to the meeting of February 4, 1991 at the request of the San Francisco Police Department.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
521-90/91	Police	Law Enforcement Psychological Services, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(5) Review of requests for approval of proposed personal services contracts. (File No. 1006-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
564-90/91	Adult Probation	Law Enforcement Psychological Services, Inc.
565-90/91	Airport	Polaris Research and Development
566-90/91	Airport	Jack Clancy and Associates
567-90/91	Arts Commission	Jaap Bongers
568-90/91	CAO	Richmond Environmental Action
569-90/91	Fire	Wes Valentine
570-90/91	Fire	UC San Francisco
571-90/91	Health Service System	Towers Perrin
572-90/91	Police	Taumas Edward Jacobs
573-90/91	Public Health	National Public Health and Hospital Institute
574-90/91	Public Health	Community Board Program, Inc.
575-90/91	Public Utilities Commission	J & W Leas and Associates
576-90/91	Public Utilities Commission	Sam McGinnis
577-90/91	Public Utilites Commission	David Chavez & Associates
578-90/91	Public Utilities Commission	Jackson Research Projects
579-90/91	Public Utilities Commission	LS Transit Systems
580-90/91	Public Works	ACE Pacific Company
581-90/91	Public Works	Environmental Science Associates, Inc.
582-90/91	Public Works	Tim Meager & Associates

(5) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	583-90/91	Recreation and Park	S.F. League of Urban Gardeners (SLUG)
	584-90/91	Recreation and Park	Western Ecological Services Co., Inc. (WESCO)
	585-90/91	Social Services	Tenderloin Housing Clinic
	586-90/91	Social Services	The Salvation Army-The Gateway
	587-90/91	Social Services	In Home Supportive Services Consortium of San Francisco
	588-90/91	Social Services	Innovative Housing
	589-90/91	Superior Court	S.F. Bar Association Volunteer Legal Services Program

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(6) Classification of positions in various City departments.
(File No. 1009-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Asian Art Museum	1	A961 Chief Curator (J, \$2342B2847)	Establish Class 3588 Deputy Director and Chief Curator, Asian Art Museum (J,Z Sch. 66.5 \$2342B2847) Draft class specification as detailed in the staff report.
Public Health/ SFGH	2	2604 Food Service Worker (Sch. 45.1 \$838B1013)	Same
S.F. Community College District	4	3616 Library Technical Assistant I (Sch. 50.3 \$1073B1298)	3618 Library Technical Assistant II (Sch. 52.2 \$1174B1421)

(6) (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Treasurer/ Tax Collector	1	1220 Payroll Clerk (Sch. 49.8 \$1047B1267)	1222 Senior Payroll and Personnel Clerk (Sch. 51.7 \$1147B1388)

Rec: Adopt staff report.

(7) Requests for appointment above the entrance rate for various employees. (File No. 2025-91)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Michael Casey 1240 Assistant Personnel Analyst	Civil Service Commission	2	2
Nelba Chavez 8416 Assistant Chief Probation Officer	Juvenile Probation	5	5
H. Daniel McFarland 1150 General Manager, Department of Electricity	Electricity	2	2
Veronica Sanchez 9382 Government and Public Affairs Manager	Port	4	4
Eleazar Aramburo 8178 Senior Attorney	Police	5	5
Arthur Greenberg 8180 Principal Attorney	City Attorney	4	4
John Louie 2453 Pharmacy Supervisor	Public Health	5	5

(7)
(cont.)

A. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Cheyenne Bell 8417 Director of Commission Programs	Juvenile Probation	5	5
Rosemary Finley 8330 Director, Boys Ranch School	Juvenile Probation	5	5
Patricia Grice 8336 Business Manager, Juvenile Court	Juvenile Probation	5	5
Nehemiah Mead 8344 Director of Juvenile Hall	Juvenile Probation	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Kandyce Collins 1842 Management Assistant	Public Health	4	4 12/31/91
Thomas Girlich 1824 Principal Adminisitrative Analyst	Port	2	2 12/31/91
Kathryn Schmid A982 Vocational Counselor	Social Services	5	5 12/31/91
Alan Witty 1819 MIS Specialist III	Controller	5	5 12/31/91
H. George Connell 1881 Assistant Director, Systems and Data Processing	Controller	5	5 12/31/91
Dennis McCormick- Kozacich 3594 Instructional Aide II	SFUSD	5	5 12/31/91

(7) B. TEMPORARY EXEMPT APPOINTMENTS
(cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Silke Schroeder 3594 Instructional Aide II	SFUSD	5	5 12/31/91
H. Edward Shiels 2660 Administrative Chef	Public Health	5	5 12/31/91
Lester Feliciano 8304 Deputy Sheriff	Sheriff	5	5 6/30/91
Robert Krause 8304 Deputy Sheriff	Sheriff	5	5 6/30/91
Robert Harmon 8304 Deputy Sheriff	Sheriff	5	5 6/30/91

Rec: Adopt staff report.

(8) Requests for supervisory differential adjustments as provided by
Section IV.F of the Salary Standardization Ordinance.
(File No. 2016-91)

Rec: Adopt staff report; approve supervisory differential
adjustments; notify departments accordingly.

(9) Amendment of specifications of classes within Physician and
Physician Specialist series and reallocation of positions in the
Department of Public Health from Class 2230 Physician Specialist to
Class 2232 Senior Physician Specialist. (File No. 1010-91)

Rec: Adopt staff report.

1. Amend the specifications for the following classes as
indicated in the staff report:

2220 Physician
2230 Physician Specialist
2232 Senior Physician Specialist
2233 Supervising Physician Specialist

(9)

(cont.)

2. Reallocate 183 permanently budgeted Class 2230 Physician Specialist positions to Class 2232 Senior Physician Specialist, when funding permits.
3. Amend Sections 83-02-01, 83-02-20, 83-02-40, 83-02-50, 83-03-30, 85-00-00, 86-00-00, 86-01-00, 86-30-00, 86-31-00, 87-23-00, 87-23-07, 87-24-00, 87-26-00, 87-26-07, 87-27-00 of the Annual Salary Ordinance accordingly.
4. Advise the Department of Public Health to amend its budget accordingly.

(10)

Request from the Department of Public Health to use a class in the Staff Assistant, Special Project series as a Budget Director.
(File No. 1005-91)

Rec: Adopt staff report.

1. Approve use of a Class 9748 Staff Assistant VIII, Special Project (\$2647 bi-weekly) to employ a Budget Director, Department of Public Health from January 1, 1991 to June 30, 1992 or until a new classification is established.
2. Authorize the temporary appointment of Ms. Susan Ehrlich.

(11)

Retitling and amendment of the specifications for five classifications in the Juvenile Probation Department.
(File No. 1007-91)

Rec: Adopt staff report.

1. Retitle and amend the following specifications (draft class specifications as detailed in the staff report):
 - A. 8416 Assistant Chief Probation Officer, Juvenile Court (Z Sch. 63.6 \$2033B2472) to Director, Probation Services.
 - B. 8417 Director of Community Programs, Juvenile Probation (Z Sch. 63.6 \$2033B2472) to Director, Community Programs, Juvenile Probation.
 - C. 8330 Director, Boys Ranch School (Z Sch. 61.8 \$1862B2264) to Director, Log Cabin Ranch.
 - D. 8336 Business Manager (Juvenile Court) (Z Sch. 63.5 \$2023B2459) to Manager, Finance and Administration, Juvenile Probation.

(11)
(cont.)

E. 8344 Director of Juvenile Hall (Z Sch. 64.1 \$2084B2533)
to Director, Juvenile Hall.

NOTE: RATES OF PAY WILL NOT CHANGE.

2. Administratively amend the Annual Salary Ordinance to reflect this action.

(12) Proposed amendment to Civil Service Commission Rule 16 - Probationary Period, to increase the probationary period of certain classes in the Animal Care and Control series from six months to one year. (File No. 4055-91)

January 28, 1991: Post for adoption at the meeting of
February 4, 1991.

Rec: Adopt.

(13) Regarding the future employability of Phyllis Sydow.
(File No. 4083-91)

Rec: Not to be employed with the San Francisco Airports Commission. No future employment in a safety-related classification with the City and County of San Francisco. Any dispute over whether a classification is "safety-related" shall be determined by the General Manager, Personnel, whose decision shall be final.

(14) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4084-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

(15) General Manager's Report.

(16) Commissioners' New Business.

CLASSIFICATION MATTERS

(17) Review of requests for approval of proposed personal services contracts. (File No. 1163-90)

- December 3, 1990:
1. Contract Number 450-90/91 over to the meeting of January 7, 1991 at the request of the Airports Commission.
 2. Contract Number 471-90/91 over to the meeting of January 7, 1991 as recommended by the General Manager, Personnel.

January 7, 1991: Contract Number 450-90/91 over to the meeting of February 4, 1991 by Commission action.

NUMBER

DEPARTMENT

CONTRACTOR

450-90/91

Airport

Jack Hopkins, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

(18) Reconsideration of staff denial of a request from Carolyn Reilly, et al., for an internal salary adjustment for Class 2914 Social Work Supervisor. (File No. 2026-91)

Rec: Adopt staff report; deny request.

COMPENSATION MATTERS (cont.)

- (19) Reconsideration of staff denial of a request from SEIU, Local 535, for an internal salary adjustment for Class 2908 Hospital Eligibility Worker. (File No. 2027-91)
- Rec: Adopt staff report; deny request.
- (20) Reconsideration of staff denial of a request from Social Workers for Equity for a salary adjustment for Class 2912 Senior Social Worker. (File No. 2028-91)
- Rec: Adopt staff report; deny request.
- (21) Reconsideration of staff denial of a request from United Public Employees, Local 790 for an internal adjustment for Class 8272 Technical Instructional Assistant, Campus Control. (File No. 2031-91)
- Rec: Adopt staff report; deny request.
- (22) Reconsideration of staff denial from Public Utilities Commission, San Francisco Municipal Railway for an internal adjustment to Class 7472 Wire Rope Cable Maintenance Mechanic. (File No. 2032-91)
- Rec: Adopt staff report; deny request.
- (23) Reconsideration of staff denial of a request from Operating Engineers, Local 3 for internal adjustments and other salary amendments. (File No. 2033-91)
- Rec: Adopt staff report; deny request.
- (24) Reconsideration of staff denial of a request from Operating Engineers, Local 3 on behalf of the Operating Engineers and Deputy Sheriff classifications for a survey of premium pay/working condition benefits pursuant to the Superior Court Schach decision. (File No. 2034-91)
- Rec: Adopt staff report; deny request.

COMPENSATION MATTERS (cont.)

- (25) Reconsideration of staff denial of a request from Neyhart, Anderson, Nussbaum, Reilly and Freitas for a salary adjustment for certain classes represented by the Laborers Union. (File No. 2035-91)

Rec: Adopt staff report; deny request.

- (26) Reconsideration of staff denial of a request from the Adult Probation Department for a salary adjustment for Class 8436 Chief Adult Probation Officer. (File No. 2036-91)

Rec: Adopt staff report; deny request.

- (27) Reconsideration of staff denial of a request from the International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (File No. 2037-91)

Rec: Adopt staff report; deny request.

IN-SERVICE MATTERS

- (28) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

IN-SERVICE MATTERS (cont.)

(28)
(cont.)

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

December 3, 1990: Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

January 7, 1991: Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

Rec: Deny requests for reinstatement and retroactive status grants, back pay and other relief. Void permanent civil service status of all employees receiving status grants as a result of the Commission's previous decision in 1982.

EXAMINATION MATTERS

(29) Appeal of background rejection for Class Q2 Police Officer by James P. Mieuli, Jr. (File No. 3031-91)

Rec: Deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- (30) Appeal of staff denial of protests filed during the inspection of oral appraisal interview scores in the Class Q2 Police Officer examination. (File No. 3505-91)
- Rec: Adopt staff report; deny appeals of John J. Murphy, Evan M. Rosman and William R. Setzler.
- (31) Appeal of staff denial of protest of minimum qualifications of entrance examination announcement for Class 2940 Child Welfare Worker. (File No. 3016-91)
- Rec: Adopt staff report; deny appeal of Kate Plager.
- (32) Appeal of staff denial of application to participate in entrance examination for Class 2940 Child Welfare Worker. (File No. 3017-91)
- Rec: Adopt staff report; deny appeal of Paul MacDonald.

REGULAR MEETING - FEBRUARY 4, 1991

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E
N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(33) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

APPEAL OF AUTOMATIC RESIGNATION

- (34) Warren Schreiber, 7335 Senior Stationary Engineer, 2/CPE-5, Department of Public Health, San Francisco General Hospital Medical Center, 10/13/90.

January 7, 1991: Over to the meeting of February 4, 1991 at Mr. Schreiber's request.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

- (35) Jose Lopez, 2760 Laundry Worker, 3/E-5, Department of Public Health, Laguna Honda Hospital, 12/18/90.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (36) Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90.

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

January 7, 1991: Over to the meeting of February 4, 1991 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

- (37) Mark Wittenberg, 2940 Child Welfare Worker, 42/E-49, Department of Social Services, Family and Children's Services, 12/10/90.

January 7, 1991: Over to the meeting of February 4, 1991 at Mr. Wittenberg's request.

Recommendation of the Department of Social Services:

Dismiss from the City and County Service. Cancel examination and eligibility status for Class 2940 Child Welfare Worker. No future employment in the Child Welfare Worker classification series.

- (38) Christina Cardoza, 2708 Custodian, 76/E-1, San Francisco Unified School District, 12/31/90.

Rec. Over to the meeting of March 4, 1991 at the request of the San Francisco Unified School District.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT (cont.)

- (39) Gladys Palma, 1426 Senior Clerk Typist, 13/CPE-206, Department of Public Works, Building Inspection, 11/13/90.
- Rec. Off calendar at the request of the Civil Service Commission, Equal Employment Opportunity Unit.

DISMISSAL OF PERMANENT APPOINTMENT

- (40) Jack R. Biesty, 7318 Electronic Maintenance Technician, 40/CPE-1, Public Utilities Commission, San Francisco Municipal Railway, 12/8/90.
- Recommendation of the Public Utilities Commission:
- Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

IN-SERVICE MATTERS (cont.)

- (41) Civil Service Commission Budget Request, Fiscal Year 1991-92. (File No. 4085-91)

Rec: Approve; forward to the Office of the Mayor.

(42) INDIVIDUALS' REQUESTS TO SPEAK

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A D J O U R N M E N T

City and County of San Francisco
CIVIL SERVICE COMMISSION



CALENDAR OF MATTERS

MARCH 4, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

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ORDER OF BUSINESS

PART I 2 P.M.

**CONSENT CALENDAR
REGULAR CALENDAR**

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

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JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 4, 1991

PART I - 2 P.M.

ITEM NO

- (1) CONTINUANCES: PART I CALENDAR
- (2) MINUTES: REGULAR MEETING OF FEBRUARY 4, 1991
- (3) ANNOUNCEMENTS

C O N S E N T C A L E N D A R

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (4) Review of requests for approval of proposed personal services contracts with Short-Doyle funding. File No. 1023-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
590-90/91	Public Health	University of California/ A.I.D.S. Health Project
591-90/91	Public Health	Westside Community Mental Health Center, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (5) Review of requests for approval of proposed personal services contracts. (File No. 1024-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
592-90/91	Asian Art Museum	Rutherford and Chekene Consulting Engineers

(5) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	593-90/91	Civil Service Commission	Odette Pollar
	594-90/91	Civil Service Commission	Andrew Johnson
	595-90/91	Civil Service Commission	Joe Ravacini
	596-90/91	Controller	Melotech, Inc.
	597-90/91	Public Health	Weissburg and Aronson, Inc.
	598-90/91	Public Health	YMCA of San Francisco
	599-90/91	Public Health	WuYee Children's Services
	600-90/91	Public Health	Lyon Martin Women's Health Services
	601-90/91	Public Health	Chinatown Youth Center
	602-90/91	Public Health	Bayview Hunters Point Foundation
	603-90/91	Public Health	Bay Area Addiction Research and Treatment (BAART)
	604-90/91	Public Health	Asian American Recovery Services-Pilipino Early Intervention Project
	605-90/91	Public Health	Bayview Hunter's Point Foundation
	606-90/91	Public Health	Glide Foundation
	607-90/91	Public Utilities Commission	Peter Moyle, Ph.D.
	608-90/91	Public Works	Trans Pacific Geotechnical Consultants, Inc.
	609-90/91	Recreation and Park	Noble Consultants
	610-90/91	Social Services	Family Support Services of the Bay Area
	611-90/91	Social Services	Ruth Rankin
	612-90/91	Social Services	Independent Housing Services

(5) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	613-90/91	Superior Court	San Francisco Youth Courts, Inc.
	614-90/91	Social Services	Monica Brady/"Baby Moms" Program

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(6) Requests for appointment above the entrance rate for various employees. (File No. 2025-91)

February 4, 1991: Request by Port related to Veronica Sanchez on Part A over to the meeting of March 4, 1991 at the request of the Port.

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Veronica Sanchez 9382 Government and Public Affairs Manager	Port	4	4

Rec: Adopt staff report.

(7) Requests for appointment above the entrance rate for various employees. (File No. 2060-91)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Roberta Caniglia 2320 Registered Nurse	Public Health	5	5
Kim Tally 1862 System and Procedures Analyst	Public Health	4	4
Shahram Aghamir 5202 Junior Civil Engineer	Public Utilities Commission	5	5

(7)
(cont.)

A. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Violeta Joaquin-Lee 1424 Clerk Typist	Airport	5	5
Michael McCarron 1817 Procedural Writer	Airport	5	5
Gregory Perini 6242 Plumbing Inspector	Public Works	5	5
Allison Lancaster 8260 Criminalist	Police	4	4

B. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Steve Arcelona 2948 Senior Social Service Supervisor	Social Services	3	3 12/31/91
Claudia Maduro 1807 MIS Technician II	Social Services	5	5 12/31/91
Ted Tucker 1850 Senior EDP Auditor	Controller	3	3 12/31/91
Bong Wong 5218 Structural Engineer	Airport	3	3 12/31/91
Anna Fisher 2320 Registered Nurse	Public Health	5	5 12/31/91
Muhjah Shakir 2548 Occupational Therapist	Public Health	5	5 12/31/91

Rec: Adopt staff report.

(8) Classification of positions in various City departments.
(File No. 1025-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Mayor's Office	2	A112 Principal Employee Relations Representative (J, \$2221B2700)	Establish Class 1282 Principal Employee Relations Representative (J,Z Sch. 65.4 \$2221B2700) Draft class specification as detailed in the staff report.
	1	A113 Employee Relations Representative (J, \$1827B2221)	Establish Class 1281 Employee Relations Representative (J,Z Sch. 61.4 \$1827B2221) Draft class specification as detailed in the staff report.
			Establish Class 1280 Employee Relations Assistant (J,Z Sch. 55.2 \$1355B1642) Draft class specification as detailed in the staff report.
Public Health/ Central Office	1	6120 Environmental Health Inspector (Sch. 60.7 \$1765B2145)	Same
	1	6137 Assistant Industrial Hygienist (Sch. 55.9 \$1401B1698)	Same
	1	6122 Senior Environmental Health Inspector (Sch. 62.2 \$1899B2309)	Same

(8) (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	Public Health Central Office (cont.)	7	1428 Ward Clerk (Sch. 48.6 \$989B1197)	Same
	Public Health/ SFGH	1	1602 Calculating Machine Operator-Key Drive (Sch. 46.1 \$878B1062)	1630 Account Clerk (Sch. 46.1 \$878B1062)
		1	1708 Senior Telephone Operator (Sch. 47.4 \$934B1131)	1404 Clerk (Sch. 44.6 \$818B989)
		1	2112 Medical Records Technician (Sch. 50.6 \$1088B1316)	Same
		11	2903 Eligibility Worker (Sch. 48.2 \$980B1174)	Same
		11	2908 Hospital Eligibility Worker (Sch. 51.1 \$1114B1349)	Same
		1	2909 Hospital Eligibility Supervisor (Sch. 57.1 \$1484B1800)	Same
	Public Health/ CMHS	1	2328 Nurse Practitioner (\$1835B2314)	2322 Head Nurse (\$1955B2518)
		1	2220 Physician (Sch. 67.4 \$2449B2977)	2586 Health Worker II (Sch. 46.6 \$899B1088)
	PUC/Hetch Hetchy	1	1424 Clerk Typist (Sch. 45.4 \$850B1027)	Same
	PUC/MUNI	2	7329 Electrical Maintenance Technician Assistant Supervisor (Sch. 63.5 \$2023B2459)	Same
	PUC/Water	1	1446 Secretary II (Sch. 49.4 \$1027B1243)	Same
		3	1426 Senior Clerk Typist (Sch. 47.3 \$929B1125)	Same

(8) (cont.)	<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
	PUC/Water (cont.)	1	A050 Assistant Energy Specialist (\$1304B1580)	Establish Class 5604 Assistant Energy Specialist (J, Sch. 52.3 \$1180B1429) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

(9) Establishment of one new classification and amendment of specification for one existing classification in the Recreation and Park Department. (File No. 1026-91)

Rec: Adopt staff report.

1. Establish new classification 3338 Assistant Zoo Director, Operations and Maintenance, (J,Z Sch. 62.0 \$1881B2287). Draft class specification as detailed in the staff report.
2. Retitle and amend the specification for Class 3339 Assistant Zoo Director to Assistant Zoo Director, Animal Management. Draft class specification as detailed in the staff report.

NOTE: RATE OF PAY DOES NOT CHANGE.

(10) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4179-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (11) Appeal of staff denial of protests filed during the inspection of oral appraisal interview scores in the Class Q2 Police Officer examination. (File No. 3505-91)
- February 4, 1991: Appeal of John J. Murphy over to March 4, 1991 to allow Mr. Murphy to listen to a portion of the tape recording of his oral appraisal interview.
- Rec: Off calendar; appeal withdrawn.
- (12) Reconsideration of staff denial of a request from Carolyn Reilly, et al., for an internal salary adjustment for Class 2914 Social Work Supervisor. (File No. 2026-91)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 535.
- Rec: Off calendar at the request of Civil Service Commission staff.
- (13) Reconsideration of staff denial of a request from Social Workers for Equity for a salary adjustment for Class 2912 Senior Social Worker. (File No. 2028-91)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Social Workers for Equity.
- Rec: Off Calendar at the request of Civil Service Commission staff.
- (14) Reconsideration of staff denial from Public Utilities Commission, San Francisco Municipal Railway for an internal adjustment to Class 7472 Wire Rope Cable Maintenance Mechanic. (File No. 2032-91)
- February 4, 1991: Refer to staff for report; over to the meeting of March 4, 1991.
- Rec: Off calendar at the request of Civil Service Commission staff.

- (15) Reconsideration of staff denial of a request from the Adult Probation Department for a salary adjustment for Class 8436 Chief Adult Probation Officer. (File No. 2036-91)

February 4, 1991: Refer to staff for report; over to the meeting of March 4, 1991.

Rec: Off calendar at the request of Civil Service Commission staff.

- (16) Reconsideration of staff denial of a request from the International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (File No. 2037-91)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 21.

Rec: Over to the meeting of March 11, 1991 at the request of Local 21.

- (17) Regarding the future employability of Sadie Y. Aki. (File No. 4178-91)

Rec: Off calendar at the request of the Department of Public Health pending resolution of discrimination complaint.

R E G U L A R C A L E N D A R

(18) General Manager's Report.

(19) Commissioners' New Business.

CLASSIFICATION MATTERS

(20) Review of requests for approval of proposed personal services contracts. (File No. 1006-91)

- February 4, 1991:
1. Contract Number 566-90/91 over to the meeting of March 4, 1991 by Commission action.
 2. Contract Number 579-90/91 over to the meeting of March 4, 1991 at the request of Local 21.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
566-90/91	Airport	Jack Clancy and Associates
579-90/91	Public Utilities Commission	LS Transit Systems

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

(21) Reconsideration of staff denial of a request from SEIU, Local 535, for an internal salary adjustment for Class 2908 Hospital Eligibility Worker. (File No. 2027-91)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 535.

Rec: Adopt staff report; deny request.

COMPENSATION MATTERS (cont.)

- (22) Reconsideration of staff denial of a request from United Public Employees, Local 790 for an internal adjustment for Class 8272 Technical Instructional Assistant, Campus Control. (File No. 2031-91)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 790.

Rec: Adopt staff report; deny request.

- (23) Reconsideration of staff denial of a request from Operating Engineers, Local 3 for internal adjustments and other salary amendments. (File No. 2033-91)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.

Rec: Adopt staff report; deny request.

- (24) Reconsideration of staff denial of a request from Operating Engineers, Local 3 on behalf of the Operating Engineers and Deputy Sheriff classifications for a survey of premium pay/working condition benefits pursuant to the Superior Court Schach decision. (File No. 2034-91)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.

Rec: Adopt staff report; deny request.

- (25) Reconsideration of staff denial of a request from Neyhart, Anderson, Nussbaum, Reilly and Freitas for a salary adjustment for certain classes represented by the Laborers Union. (File No. 2035-91)

February 4, 1991: Over to the meeting of March 4, 1991 at the request of the Laborers Union.

Rec: Adopt staff report; deny request.

EXAMINATION MATTERS

- (26) Appeal of background rejection for Class Q2 Police Officer by James P. Mieuli, Jr. (File No. 3031-91)

February 4, 1991: Over to the meeting of March 4, 1991 at Mr. Mieuli's request.

Rec: Deny appeal; sustain the decision of the Chief of Police.

- (27) Appeal of background rejection for Class Q2 Police Officer by Jennifer Lambrecht. (File No. 3281-90)

Rec: Deny appeal; sustain the decision of the Chief of Police.

- (28) Appeal of background rejection for Class Q2 Police Officer by Alan L. Gallant. (File No. 3026-91)

Rec: Deny appeal; sustain the decision of the Chief of Police.

IN-SERVICE MATTERS

- (29) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

IN-SERVICE MATTERS (cont.)

(29)
(cont.)

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

December 3, 1990: Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

January 7, 1991: Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

Rec: Deny requests for reinstatement and retroactive status grants, back pay and other relief. Void permanent civil service status of all employees receiving status grants as a result of the Commission's previous decision in 1982.

IN-SERVICE MATTERS (cont.)

- (30) Appeal of action of the General Manager, Personnel to delay the return to duty of Zoraina James for positions in Class 2940 Child Welfare Worker. (File No. 6752-90)

January 7, 1991: Over to the meeting of February 4, 1991 by joint agreement of Ms. James' attorney and the staff.

February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Ms. James' attorney.

Rec: Deny appeal; uphold action of the General Manager, Personnel to delay return to duty of Zoraina James in Class 2940 Child Welfare Worker.

- (31) Guidelines for Race and Ethnic Identification of employees. (File No. 4173-91)

Rec: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

REGULAR MEETING - MARCH 4, 1991

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E
N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(32) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

APPEAL OF AUTOMATIC RESIGNATION

- (33) Earl J. Ragland, 2708 Custodian, 13/E-58, Recreation and Park Department, 12/11/90.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (34) Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90.

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

January 7, 1991: Over to the meeting of February 4, 1991 at the request of the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT (cont.)

(34) February 4, 1991: Over to the meeting of March 4, 1991 at the
(cont.) request of Mr. Jones' attorney.

Rec: Over to the meeting of March 18, 1991 at the request of the
Department of Public Health.

(35) Christina Cardoza, 2708 Custodian, 76/E-1, San Francisco Unified
School District, 12/31/90.

February 4, 1991: Over to the meeting of March 4, 1991 at the
request of the San Francisco Unified School
District.

Recommendation of the San Francisco Unified School District:

Cancel all current examination and eligibility status. Future
employment subject to review and approval of the General Manager,
Personnel after satisfactory completion of one year's work
experience outside the City and County service. Not to be employed
again by the San Francisco Unified School District.

RESIGNATION - SERVICES UNSATISFACTORY

(36) Donna Bittner, 2496 Radiologic Technologist Supervisor, 5/P-1,
Department of Public Health, San Francisco General Hospital Medical
Center, 1/23/91.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination
and eligibility status. Future employment subject to review and
approval of the General Manager, Personnel after satisfactory
completion of one year's work experience outside the City and County
service. Not to be employed again by the Department of Public
Health.

(37) Stephen Boyd, 2708 Custodian, 160/E-1, San Francisco Unified School
District, 1/7/91.

Rec: Off calendar at the request of Mr. Boyd. Mr. Boyd to notify
the Assistant Secretary when prepared to proceed. Ineligible
for all employment with the City and County of San Francisco
pending final Civil Service Commission action.

DISMISSAL OF PERMANENT EMPLOYEE

- (38) Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90.

January 7, 1991: Over to the meeting of March 4, 1991 at Ms. Molex's request.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

- (39) Robert L. Thomas, 9163 Transit Operator, 48/E-120, Public Utilities Commission, San Francisco Municipal Railway, 1/15/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

- (40) Gilbert Gutierrez, 7381 Automotive Mechanic, 20/E-8, Public Utilities Commission, San Francisco Municipal Railway, 1/18/91.

Rec: Off calendar at the request of Local 1305. Local 1305 or Mr. Gutierrez to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

- (41) Ignacio A. Navarrette, 7381 Automotive Mechanic, 123/E-8, Public Utilities Commission, San Francisco Municipal Railway, 1/18/91.

Rec: Off calendar at the request of Local 1305. Local 1305 or Mr. Navarrette to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Commission action.

DISMISSAL OF PERMANENT EMPLOYEE (cont.)

- (42) Tse S. Kwan, 9163 Transit Operator, 213/E-116, Public Utilities Commission, San Francisco Municipal Railway, 2/12/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

- (43) Conrado R. Victorio, 2920 Medical Social Worker, 25/E-3, Department of Public Health, Laguna Honda Hospital, 1/24/91.

Recommendation of the Department of Public Health:

No future employment with the City and County of San Francisco.

- (44) Blease Brown, 1430 Transcriber Typist, 1/CPE-11, Department of Social Services, 2/6/91.

Recommendation of the Department of Social Services:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

- (45) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

DOCUMENTS DEPT.

MAR 8 - 1991

SAN FRANCISCO
PUBLIC LIBRARY

MARCH 11, 1991

ROOM 52A (BASEMENT) CITY HALL

1:30 P.M.

ITEM NO.

CLASSIFICATION MATTERS

- (1) Establishment of new classification 2965 Social Services Resource Manager and allocation of one budgeted position of Class A120 Cost Containment Specialist to the new class. (File No. 1029-91)

Rec: Adopt staff report.

1. Establish new classification of 2965 Social Services Resource Manager (Sch. J,Z 63.6 \$2033B2472). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted as Class A120 Cost Containment Specialist (Sch. J,SC \$2033B2472) to Class 2965 Social Services Resource Manager.
3. Amend Section 45/000/00 (Program 3401) of the Annual Salary Ordinance accordingly.
4. Advise the Examination Division of the Civil Service Commission to conduct an examination for the new class.

CLASSIFICATION MATTERS (cont.)

- (2) Review of requests for approval of proposed personal services contracts. (File No. 1006-91)

February 4, 1991: 1. Contract Number 566-90/91 over to the meeting of March 4, 1991 by Commission action.

 2. Contract Number 579-90/91 over to the meeting of March 4, 1991 at the request of Local 21.

March 4, 1991: Contract Number 566-90/91 over to a Special Meeting on March 11, 1991. Staff to explore the possibilities of work-ordering the funds to the Civil Service Commission from the Airport.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
566-90/91	Airport	Jack Clancy and Associates

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

- (3) Salary adjustments arising out of the Salary Standardization process for 1991-92. (File No. 2054-91)

Rec: Adopt staff report; notify and forward to the Board of Supervisors.

- (4) Salary Standardization, 1991-92; adjustments and amendments; inclusion of private sector salary data and latest public sector data; final benchmark salary recommendations. (File No. 2072-91)

Rec: Adopt staff report; forward to the Board of Supervisors.

COMPENSATION MATTERS (cont.)

- (5) Reconsideration of staff denial of a request from United Public Employees, Local 790 for an internal adjustment for Class 8272 Technical Instructional Assistant, Campus Control.
(File No. 2031-91)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 790.
- March 4, 1991: Over to the Special Meeting of March 11, 1991 at the request of Local 790.
- Rec: Adopt staff report; deny request.
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- (6) Reconsideration of staff denial of a request from Operating Engineers, Local 3 for internal adjustments and other salary amendments. (File No. 2033-91)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.
- March 4, 1991: Over to the Special Meeting of March 11, 1991.
- Rec: Adopt staff report; deny request.
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- (7) Reconsideration of staff denial of a request from Operating Engineers, Local 3 on behalf of the Operating Engineers and Deputy Sheriff classifications for a survey of premium pay/working condition benefits pursuant to the Superior Court Schach decision. (File No. 2034-91)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 3.
- March 4, 1991: Over to the Special Meeting of March 11, 1991.
- Rec: Adopt staff report; deny request.

COMPENSATION MATTERS (cont.)

- (8) Reconsideration of staff denial of a request from Neyhart, Anderson, Nussbaum, Reilly and Freitas for a salary adjustment for certain classes represented by the Laborers Union. (File No. 2035-91)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of the Laborers Union.
- March 4, 1991: Over to the Special Meeting of March 11, 1991 at the request of staff.
- Rec: Adopt staff report; deny request.
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- (9) Reconsideration of staff denial of a request from SEIU, Local 250 Hospital and Health Care Workers' Union for salary adjustments for Classes 1428 Ward Clerk and 2416 Bacteriological Laboratory Assistant. (File No. 2029-91)
- Rec: Adopt staff report; deny request.
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- (10) Reconsideration of staff denial of a request from Mr. Vincent Harrington, Jr., of the law firm Van Bourg, Weinberg, Roger and Rosenfeld for wage parity between three Architectural classes and three Engineering classes. (File No. 2071-91)
- Rec: Adopt staff report; deny request.
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- (11) Reconsideration of staff denial of a request from the International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments. (File No. 2037-91)
- February 4, 1991: Over to the meeting of March 4, 1991 at the request of Local 21.
- March 4, 1991: Over to the meeting of March 11, 1991 at the request of Local 21.
- Rec: Adopt staff report; deny request.

COMPENSATION MATTERS (cont.)

- (12) Reconsideration of staff denial of a request from International Federation of Professional and Technical Engineers, Local 21, for internal salary adjustments and other salary amendments.
(File No. 2065-91)

Rec: Adopt staff report; deny request.

City and County of San Francisco
CIVIL SERVICE COMMISSION



CALENDAR OF MATTERS

MARCH 18, 1991

ROOM 282, SECOND FLOOR, CITY HALL

ORDER OF BUSINESS

PART I 2 P.M.

CONSENT CALENDAR REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

**A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER**

**JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY**

DOCUMENTS

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Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MARCH 18, 1991

PART I - 2 P.M.

ITEM NO

- (1) CONTINUANCES: PART I CALENDAR
- (2) MINUTES: A. REGULAR MEETING OF March 4, 1991
 B. SPECIAL MEETING OF MARCH 11, 1991
- (3) ANNOUNCEMENTS

C O N S E N T C A L E N D A R

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (4) Review of requests for approval of proposed personal services contracts. (File No. 1032-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
615-90/91	Art Commission	Carl Cheng
616-90/91	Art Commission	Vickie Scuri
617-90/91	Art Commission	Douglas Hollis
618-90/91	Controller	Tri-Pacific Consulting Corporation
619-90/91	Human Rights Commission	BPA Economics
620-90/91	Police	Boole and Babbage, Inc.
621-90/91	Deleted	Deleted

(4) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	622-90/91	Public Works	Forensic Analytical Specialties, Inc.
	623-90/91	Public Works	To Be Determined
	624-90/91	Public Works	To Be Determined
	625-90/91	Public Works	To Be Determined
	626-90/91	SFUSD	Environmental Science and Engineering, Inc.
	627-90/91	Sheriff	San Mateo County School Service Fund
	628-90/91	Sheriff	Dennis O'Connor
	629-90/91	Social Services	Central City Hospitality House (Cambridge Hotel)
	630-90/91	Treasurer/ Tax Collector	Smith/Norris Corporation
	631-90/91	Public Health	S.F. Hearing and Speech Center
	632-90/91	Public Health	Polaris Research and Development
	633-90/91	Public Health	Ene Advertising
	634-90/91	Public Health	AIDS Benefits Counselors
	635-90/91	Public Health	Bay Area Medical Transcription
	636-90/91	Public Health	St. Benedict Center Interpreter Service
	637-90/91	Public Health	AT&T Language Line
	638-90/91	Public Health	Walden House, Inc.
	639-90/91	Public Health	UCSF Center on Deafness
	640-90/91	Public Health	UCSF/AIDS Health Project
	641-90/91	Public Health	UCSF/AIDS Health Project
	642-90/91	Public Health	Shanti Project

(4) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	643-90/91	Public Health	Shanti Project
	644-90/91	Public Health	S.F. Suicide Prevention
	645-90/91	Public Health	S.F. Community Clinic Consortium
	646-90/91	Public Health	The S.F. Food Bank
	647-90/91	Public Health	S.F. AIDS Foundation-Food Bank
	648-90/91	Public Health	S.F. AIDS Foundation
	649-90/91	Public Health	Project Open Hand
	650-90/91	Public Health	Project Inform
	651-90/91	Public Health	Visiting Nurses and Hospice of San Francisco/Pacific Presbyterian Medical Center
	652-90/91	Public Health	Pacific Mental Health Services/Operation Concern
	653-90/91	Public Health	National Association of Black and White Men Together-BAHSES
	654-90/91	Public Health	Home Care Companions, Inc.
	655-90/91	Public Health	Health Outreach Team
	656-90/91	Public Health	Genesis Ecumenical Church
	657-90/91	Public Health	El Instituto Familiar de la Raza
	658-90/91	Public Health	Catholic Charities of S.F.
	659-90/91	Public Health	Catholic Charities of S.F.
	660-90/91	Public Health	The Bridge For Kids
	661-90/91	Public Health	Bayview-Hunter's Point Foundation for Community Improvement/18th Street Services
	662-90/91	Public Health	Bayview Hunter's Point Foundation (BHPF)

(4) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	663-90/91	Public Health	Bay Area HIV Support and Education Services-BWMT/MACT
	664-90/91	Public Health	AIDS Legal Referral Panel
	665-90/91	Public Health	AIDS Indigent Direct Services
	666-90/91	Public Health	AIDS Emergency Fund
	667-90/91	Public Health	AIDS Benefits Counselors-Health Outreach Team
	668-90/91	Public Health	AIDS Benefits Counselors
	669-90/91	Public Health	AIDS Benefits Counselors-A.I.D.S.
	670-90/91	Mayor's Office	Regents of the University of California

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(5) Classification of positions in various City departments.
(File No. 1033-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
City Planning	1	1840 Junior Management Assistant (Sch. 52.3 \$1180B1429)	1842 Management Assistant (Sch. 54.9 \$1336B1618)
Board of Supervisors	3	A067 Legislative Policy Analyst (J, \$1723B2094)	Establish Class 1837 Legislative Policy Analyst (J,Z Sch. 60.2 \$1723B2094) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (6) Requests for appointment above the entrance rate for various employees. (File No. 2073-91)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Howard H. Fung 5250 Junior Mechanical Engineer	Public Works	3	3
Leonid Gazman 7332 Maintenance Machinist	Public Utilities Commission	4	4
Emma S. Woo 1871 Assistant Systems Programmer	Controller	4	4

B. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Iraj Pourmehraban A118 Safety Engineer	Public Health	2	2 12/31/91

Rec: Adopt staff report.

- (7) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2077-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (8) Request from the Public Administrator-Guardian to use classes in the Staff Assistant/Staff Aide, Special Project series as staff for the Day Laborer Program. (File No. 1034-91)

Rec: Adopt staff report. Approve the use of 1-9734 Staff Assistant I, Special Project (\$1059 bi-weekly) and 1-9732 Staff Aide II, Special Project (\$912 bi-weekly) to employ a Director and an Assistant Director of the Day Laborer Program for a 12 month period.

- (9) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4225-91)
- Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

R E G U L A R C A L E N D A R

(10) General Manager's Report.

(11) Commissioners' New Business.

CLASSIFICATION MATTERS

(12) Review of requests for approval of proposed personal services contracts. (File No. 1006-91)

February 4, 1991: Contract Number 579-90/91 over to the meeting of March 4, 1991 at the request of Local 21.

March 4, 1991: Contract Number 579-90/91 over to the meeting of March 18, 1991 at the request of Local 21.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
579-90/91	Public Utilities Commission	LS Transit Systems

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(13) Establishment of new classification 2965 Social Services Resource Manager and allocation of one budgeted position of Class A120 Cost Containment Specialist to the new class. (File No. 1029-91)

March 11, 1991: Over to the meeting of March 18, 1991 at the request of Local 21.

Rec: Adopt staff report.

1. Establish new classification of 2965 Social Services Resource Manager (Sch. J,Z 63.6 \$2033B2472). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted as Class A120 Cost Containment Specialist (Sch. J,SC \$2033B2472) to Class 2965 Social Services Resource Manager.

CLASSIFICATION MATTERS (cont.)

- (13) (cont.)
3. Amend Section 45/000/00 (Program 3401) of the Annual Salary Ordinance accordingly.
 4. Advise the Examination Division of the Civil Service Commission to conduct an examination for the new class.

- (14) Classification of positions in various City departments.
(File No. 1025-91)

March 4, 1991: Matter related to classification of 1602 Calculating Machine Operator-Key Drive, Department of Public Health, position over to the meeting of March 18, 1991 at the request of Local 790.

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/ SFGH	1	1602 Calculating Machine Operator-Key Drive (Sch. 46.1 \$878B1062)	1630 Account Clerk (Sch. 46.1 \$878B1062)

Rec: Adopt staff report.

EXAMINATION MATTERS

- (15) Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)

Rec: Deny appeal; sustain the decision of the Chief of Police.

- (16) Guidelines for Race and Ethnic Identification of employees.
(File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

Rec: Adopt guidelines.

IN-SERVICE MATTERS (cont.)

(17) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

(17) December 3, 1990: Over to the meeting of January 7, 1991 at
(cont.) the joint request of the City Attorney's
Office and Attorney David Clisham.

January 7, 1991: Over to the meeting of February 4, 1991 at
the joint request of the City Attorney's
Office and Attorney David Clisham.

February 4, 1991: Over to the meeting of March 4, 1991 at the
joint request of the City Attorney's Office
and Attorney David Clisham.

March 4, 1991: Over to the meeting of March 18, 1991 at
the request of the City Attorney.

Rec: Deny requests for reinstatement and retroactive status grants,
back pay and other relief. Void permanent civil service
status of all employees receiving status grants as a result of
the Commission's previous decision in 1982.

REGULAR MEETING - MARCH 18, 1991

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E
N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(18) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

APPEAL OF AUTOMATIC RESIGNATION

- (19) Scott Williams, 2532 Paramedic, 42/E-1, Department of Public Health, San Francisco General Hospital Medical Center, Paramedic Division, 1/17/90.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (20) Warren Schreiber, 7335 Senior Stationary Engineer, 2/CPE-5, Department of Public Health, San Francisco General Hospital Medical Center, 2/8/91.

Recommendation of the Department of Public Health:

Approve. Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (21) Anthony Jones, 8204 Institutional Police Officer, 31/E-7, Department of Public Health, San Francisco General Hospital Medical Center, 10/11/90.

November 5, 1990: Over to the meeting of December 3, 1990 at Mr. Jones' request.

December 3, 1990: Over to the meeting of January 7, 1991 at the request of the Department of Public Health.

January 7, 1991: Over to the meeting of February 4, 1991 at the request of the Department of Public Health.

February 4, 1991: Over to the meeting of March 4, 1991 at the request of Mr. Jones' attorney.

March 4, 1991: Over to the meeting of March 18, 1991 at the request of the Department of Public Health. The Commission stipulated that this will be the final continuance.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (22) Donna Bittner, 2496 Radiologic Technologist Supervisor, 5/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 1/23/91.

March 4, 1991: Over to the meeting of March 18, 1991 at Ms. Bittner's request.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY (cont.)

- (23) Jack F. Fitzpatrick, H2 Firefighter, 115/E-24, San Francisco Fire Department, 4/12/90.

June 18, 1990: Off calendar at the request of Mr. Fitzpatrick's attorney. Mr. Fitzpatrick to notify the Assistant Secretary when prepared to proceed. Ineligible for employment in any position covered by the City and County of San Francisco civil service system pending final Civil Service Commission action.

January 7, 1991: Over to the meeting of March 18, 1991 at the request of Mr. Fitzpatrick's attorney.

Recommendation of the San Francisco Fire Department:

Accept the resignation as certified. Not to be employed again by the San Francisco Fire Department.

DISMISSAL OF PERMANENT EMPLOYEE

- (24) Conrado R. Victorio, 2920 Medical Social Worker, 25/E-3, Department of Public Health, Laguna Honda Hospital, 1/24/91.

March 4, 1991: Over to the meeting of March 18, 1991 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

No future employment with the City and County of San Francisco.

- (25) Blease Brown, 1430 Transcriber Typist, 1/CPE-11, Department of Social Services, 2/6/91.

March 4, 1991: Over to the meeting of March 18, 1991 at the request of Department of Social Services.

Recommendation of the Department of Social Services:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

DISMISSAL OF PERMANENT EMPLOYEE (cont.)

- (26) Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90.
- January 7, 1991: Over to the meeting of March 4, 1991 at Ms. Molex's request.
- March 4, 1991: Over to the meeting of March 18, 1991 at Ms. Molex's request.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

IN-SERVICE MATTERS (cont.)

SPECIAL ORDER OF BUSINESS UPON CONCLUSION OF THE PART II CALENDAR, BUT NO EARLIER THAN 4 P.M.

- (27) Appeal of action of the General Manager, Personnel to delay the return to duty of Zoraina James for positions in Class 2940 Child Welfare Worker. (File No. 6752-90)
- January 7, 1991: Over to the meeting of February 4, 1991 by joint agreement of Ms. James' attorney and the staff.
- February 4, 1991: Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Ms. James' attorney.
- March 4, 1991: Over to the meeting of March 18, 1991 at Ms. James' request.
- Rec: Deny appeal; uphold action of the General Manager, Personnel to delay return to duty of Zoraina James in Class 2940 Child Welfare Worker.

(28)

INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T

City and County of San Francisco
CIVIL SERVICE COMMISSION



CALENDAR OF MATTERS

APRIL 1, 1991

ROOM 282, SECOND FLOOR, CITY HALL

ORDER OF BUSINESS

PART I 2 P.M.

CONSENT CALENDAR REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

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GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
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EMI R. UYEHARA, COMMISSIONER**

**JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 1, 1991

PART I - 2 P.M.

ITEM NO

- (1) CONTINUANCES: PART I CALENDAR
- (2) MINUTES: REGULAR MEETING OF MARCH 18, 1991
- (3) ANNOUNCEMENTS

C O N S E N T C A L E N D A R

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (4) Review of request for approval of proposed personal services contract from Department of Public Health with Short-Doyle funding. (File No. 1037-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
671-90/91	Public Health	Haight Ashbury Free Clinics, Inc. (Jail Psychiatric Services)

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (5) Review of requests for approval of proposed personal services contracts. (File No. 1038-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
672-90/91	Airport	Dave Hudson/Marin Consultant, Assn.
673-90/91	Airport	Lieb & Associates

(5) (cont.)	<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
	674-90/91	Art Commission	Molly Lambert Art Consultation
	675-90/91	Public Health	Black Coalition on AIDS
	676-90/91	Public Health	Bayview Hunter's Point Foundation
	677-90/91	Public Health	California Children's Home, Inc.
	678-90/91	Public Health	Coalition for Immigration Rights and Refugee Services/CIRRS
	679-90/91	Public Health	Haight Ashbury Free Clinic, Inc.
	680-90/91	Public Health	Haight Ashbury Free Medical Clinic
	681-90/91	Public Health	The Regents of the University of California, San Francisco
	682-90/91	Public Health	UCSF, Institute of Health Policy
	683-90/91	Public Health	University of California, San Francisco School of Medicine
	684-90/91	Public Health	Carolyn K. Harvey, D.P.M.
	685-90/91	Public Health	MEDS of Pennsylvania, Inc.
	686-90/91	Public Health	Tempositions Healthcare, Inc.
	687-90/91	Public Health	Western Medical Services
	688-90/91	Public Utilities Commission	Manna Consultants, Inc.
	689-90/91	Public Utilities Commission	ERM West, Inc.
	690-90/91	Public Works	John Carollo Engineers
	691-90/91	Public Works	TEI Consulting Engineers
	692-90/91	Retirement	T.P.F. & C.

(5)
(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
693-90/91	Social Services	Hickman Homes, Inc.
694-90/91	Social Services	Nailah House, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(6) Classification of positions in various City departments.
(File No. 1041-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
District Attorney	1	8159 Family Support Investigator III (Sch. 57.6 \$1520B1844)	Same
Public Health/ Central Office	1	1444 Secretary I (Sch. 46.3 \$887B1073)	Same
Public Health/ Laguna Honda Hospital	1	1426 Senior Clerk Typist (Sch. 47.3 \$929B1125)	Same

Rec: Adopt staff report.

(7) Requests for appointment above the entrance rate for various employees. (File No. 2085-91)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
James T. Chou 8176 Trial Attorney, Civil and Criminal	District Attorney	5	5
Luisito S. Perez 5234 Junior Electrical Engineer	SFUSD	3	3
Steven Seiler 8176 Trial Attorney Civil and Criminal	District Attorney	5	5

(7)
(cont.)

B. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Steven Arcelona 2948 Senior Social Service Supervisor	Social Services	4	4 12/31/91

Rec: Adopt staff report.

- (8) Authorization for Civil Service staff to update class specifications in conformance with the current format. (File No. 1040-91)

Rec: Adopt staff report; authorize Civil Service staff to update class specifications to conform to current format.

- (9) Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from January, 1, 1991 to March 31, 1991. (File No. 4291-91)

Rec: Approve.

- (10) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4290-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (11) Proposed retitling and amendment to Civil Service Commission Rule 14 relating to Part-Time, School-Term, As-Needed and Seasonal Employment. (File No. 4280-91)

Rec: Post for adoption following meet and confer.

- (12) Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

Rec: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

- (13) Guidelines for Race and Ethnic Identification of employees. (File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

Rec: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

- (14) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- (14) August 6, 1990: 1. The Commission indicated that it was
(cont.) inclined toward adopting the staff report
and accepting the staff recommendation but
that it would take no action to adopt the
staff report at this meeting.
2. The Commission directed the staff to notify
those individuals who received status
grants as a result of its 1982 action of
the date, time and place when it would
further consider this matter and of its
intended decision.
3. The Commission directed that this matter be
rescheduled for its consideration at its
meeting of Monday, September 17, 1990 at 2
P.M. in Room 282 City Hall.
4. The Commission requested that the attorneys
for the petitioners meet with the City
Attorney before the September 17, 1990
meeting to explore what settlement options
are open.
- September 17, 1990: Over to the meeting of October 1, 1990 at
the request of David Clisham through the
City Attorney's office.
- October 1, 1990: Over to the meeting of October 15, 1990 at
the request of David Clisham through the
City Attorney's Office.
- October 15, 1990: Over to the meeting of November 5, 1990 at
the joint request of Attorney David Clisham
and the City Attorney's Office.
- November 5, 1990: Over to the meeting of November 19, 1990 at
the request of David Clisham through the
City Attorney's Office.
- November 19, 1990: Over to the meeting of December 3, 1990 at
the joint request of the City Attorney's
Office and Attorney David Clisham.
- December 3, 1990: Over to the meeting of January 7, 1991 at
the joint request of the City Attorney's
Office and Attorney David Clisham.
- January 7, 1991: Over to the meeting of February 4, 1991 at
the joint request of the City Attorney's
Office and Attorney David Clisham.

(14) February 4, 1991: Over to the meeting of March 4, 1991 at the
(cont.) joint request of the City Attorney's Office
and Attorney David Clisham.

March 4, 1991: Over to the meeting of March 18, 1991 at
the request of the City Attorney.

March 18, 1991: Over to the meeting of April 1, 1991 at the
request of the City Attorney's Office due
to ongoing discussion between the City
Attorney's Office and Attorney David
Clisham.

Rec: Over to the meeting of April 15, 1991 at the request of the
City Attorney's Office due to ongoing discussion between the
City Attorney's Office and Attorney David Clisham.

REGULAR CALENDAR

SPECIAL ORDER OF BUSINESS AT 2 P.M.

(15) INDIVIDUALS' REQUESTS TO SPEAK

March 18, 1991: The following speakers held over to the meeting of April 1, 1991 at their request; these speakers will be heard as a Special Order of Business at 2 P.M.:

Etai Chen
Carol Isen
Gardner Still

(16) General Manager's Report.

(17) Commissioners' New Business.

CLASSIFICATION MATTERS

(18) Review of requests for approval of proposed personal services contracts. (File No. 1032-91)

March 18, 1991: Contracts 623-90/91; 624-90/91; 625-90/91; and 631-90/91 over to the meeting of April 1, 1991.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
623-90/91	Public Works	To Be Determined
624-90/91	Public Works	To Be Determined
625-90/91	Public Works	To Be Determined
631-90/91	Public Health	S.F. Hearing and Speech Center

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

COMPENSATION MATTERS

- (19) Requests for appointment above the entrance rate for various employees. (File No. 2025-91)

February 4, 1991: Request by Port related to Veronica Sanchez on Part A over to the meeting of March 4, 1991 at the request of the Port.

March 4, 1991: Off calendar at the request of the Port.

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Veronica Sanchez 9382 Government and Public Affairs Manager	Port	4	4

Rec: Adopt staff report.

IN-SERVICE MATTERS

- (20) Request of Firefighter Frank Martin to change his ethnicity identification from White to Hispanic. (File No. 4265-91)

Rec: Adopt staff report.

REGULAR MEETING - APRIL 1, 1991

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E
N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(21) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (22) Milton Kennedy, 1762 Senior Offset Machine Operator, 1/CPE-1, Airports Commission, 3/5/91.

Recommendation of the Airports Commission:

Approve. Dismiss from the City and County Service. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (23) Darl Shearer, 1424 Clerk Typist, 88/CPE-1, San Francisco Police Department, 3/10/91.

Recommendation of the San Francisco Police Department:

Not to be employed again by the San Francisco Police Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT (cont.)

- (24) Christopher Hunt, 2532 Paramedic, 2/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 3/8/91.

Recommendation of the Department of Public Health:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service.

RESIGNATION - SERVICES UNSATISFACTORY

- (25) Lola Jean Feliciano, 2624 Dietitian, 2/E-1, Department of Public Health, Laguna Honda Hospital, 2/25/91.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County Service and not to be employed in a patient care setting. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (26) Leela Molex, 7514 General Laborer, 263/E-5, Public Utilities Commission, San Francisco Water Department, 11/3/90.

January 7, 1991: Over to the meeting of March 4, 1991 at Ms. Molex's request.

March 4, 1991: Over to the meeting of March 18, 1991 at Ms. Molex's request.

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Molex's request.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE (cont.)

- (27) Paul Estebez, 7410 Automotive Service Worker, 36/E-7, Public Utilities Commission, San Francisco Municipal Railway, 3/1/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

- (28) Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91.

Rec: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

(29) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T



AGENDA

MEETING OF

APRIL 15, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

APR 18 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I 2 P.M.

CONSENT CALENDAR REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL

Smoking prohibited during Civil Service Commission meetings.

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - APRIL 15, 1991

PART I - 2 P.M.

ITEM NO

(1) CONTINUANCES: PART I CALENDAR

(2) MINUTES: REGULAR MEETING OF APRIL 1, 1991

(3) ANNOUNCEMENTS

(4) CONSENT CALENDAR

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of request for approval of proposed personal services contract from the Department of Public Health with Short-Doyle funding. (File No. 1045-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
695-90/91	Public Health	Roland Levy, M.D.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (B) Review of requests for approval of proposed personal services contracts. (File No. 1046-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
696-90/91	Arts Commission	Hung Liu
697-90/91	City Attorney	JoAnn Newcomb, Newcomputing
698-90/91	Controller	S.K. White Consulting
699-90/91	Controller	S.K. White Consulting

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
700-90/91	Controller	Crackerjack Consulting, Inc.
701-90/91	Controller	IBM Corporation
702-90/91	Mayor's Office	Patricia Medina
703-90/91	Mayor's Office	Linda Schanfein
704-90/91	Mayor's Office	Hilyard Wiggins
705-90/91	Mayor's Office	Maggie LaRue
706-90/91	Mayor's Office	Caine Gressel Midgley Slater, Inc.
707-90/91	Public Health	Black Coalition on AIDS
708-90/91	Public Health	Coming Home Support Services
709-90/91	Public Health	Japanese Community Youth Council
710-90/91	Public Health	S.F. AIDS Foundation
711-90/91	Public Health	Ronald L. Williams, Ph.D.
712-90/91	Public Works	Korve Engineering, Inc.
713-90/91	Public Utilities Commission	Brown, Vence and Associates
714-90/91	Public Utilities Commission	CEIP Fund, Inc.
715-90/91	Public Utilities Commission	Parsons, Brinckerhoff, Quade and Douglas, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Review of request for approval of personal services contract to conduct an actuarial survey of Transit Operator benefits in accordance with Caharter Section 8.404. (File No. 2088-91)

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (D) Classification of positions in various City departments.
(File No. 1048-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Recreation and Park	1	AA03 Assistant Zoo Director, Operations & Maintenance (Sch. 62.0 \$1881B2287)	3338 Assistant Zoo Director, Operations and Maintenance (Sch. 62.0 \$1881B2287)
	1	1446 Secretary II (Sch. 49.4 \$1027B1243)	Same
Public Health/ Central Office	1	1426 Senior Clerk Typist (Sch. 47.3 \$929B1125)	Same

Rec: Adopt staff report.

- (E) Requests for appointment above the entrance rate for various employees. (File No. 2097-91)

PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Maria Johnson 8304 Deputy Sheriff	Sheriff	5	5
Edgardo G. Viray 5360 Civil Engineering Associate I	Public Utilities Commission	5	5
Joanne C. Winship 3562 Director of Cultural Affairs	Arts Commission	5	5
Stephen Dunbar 4282 Chief Assistant Assessor	Assessor	5	5

Rec: Adopt staff report.

- (F) Request for approval of temporary exempt appointment in Class 2895 Deputy Director of Health, Mental Health Services per Charter Section 8.300(5). (File No. 1049-91)

Rec: Adopt staff report; approve temporary exempt appointment in Class 2895 Deputy Director of Health, Mental Health Services until December 31, 1992.

- (G) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4380-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

(5) GENERAL MANAGER'S REPORT

(6) COMMISSIONERS' NEW BUSINESS

EXAMINATION MATTERS

(7) Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

Rec: Deny appeal; sustain the decision of the Chief of Police.

IN-SERVICE MATTERS

(8) Guidelines for Race and Ethnic Identification of employees. (File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

Rec: Adopt guidelines.

(9) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

November 19, 1990: Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.

(9)(cont.)

December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.
March 18, 1991:	Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 1, 1991:	Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
Rec:	Deny requests for reinstatement and retroactive status grants, back pay and other relief. Void permanent civil service status of all employees receiving status grants as a result of the Commission's previous decision in 1982.

REGULAR MEETING - APRIL 15, 1991

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E
N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(10) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

APPEAL OF AUTOMATIC RESIGNATION

- (11) Peter Redick, 7372 Stationary Engineer, Sewage Plant, 34/E-29, Department of Public Works, Bureau of Water Pollution Control, 2/7/91.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Works.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (12) Darl Shearer, 1424 Clerk Typist, 88/CPE-1, San Francisco Police Department, 3/10/91.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of Local 790.

Recommendation of the San Francisco Police Department:

Not to be employed again by the San Francisco Police Department.

RESIGNATION - SERVICES UNSATISFACTORY

- (13) Lola Jean Feliciano, 2624 Dietitian, 2/E-1, Department of Public Health, Laguna Honda Hospital, 2/25/91.

April 1, 1991: Over to the meeting of April 15, 1991 at request of Local 790.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County Service and not to be employed in a patient care setting. Not to be employed again by the Department of Public Health.

TERMINATION OF TEMPORARY APPOINTMENT

- (14) Tiney L. Johnson, 9163 Transit Operator, 56/E-130, Public Utilities Commission, San Francisco Municipal Railway, 3/27/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(15) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

APRIL 18, 1991

ROOM 52A (BASEMENT) CITY HALL DOCUMENTS DEPT.

6 P.M.

APR 18 1991
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ITEM NO.

COMPENSATION MATTER

- (1) Consideration of the Report of the Budget Analyst, Board of Supervisors, on the Review of the Salary Standardization Process for Miscellaneous Employees for Fiscal Year 1991-92.
(File No. 2105-91)

Open for discussion.



City and County of San Francisco
CIVIL SERVICE COMMISSION

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EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

APRIL 25, 1991

ROOM 2C (BASEMENT) CITY HALL

12 NOON

DOCUMENTS DEPT.

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ITEM NO.

IN-SERVICE MATTERS

- (1) Proposal to amend the Charter of said City and County by deleting Sections 8.320, 8.321, 8.322, 8.323, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation and adding new Section 8.320-1. In general, this change incorporates each and every provision of the former Charter provisions of the above Charter Sections into the rules of the Civil Service Commission to remain in effect until or unless amended by the Civil Service Commission (Commissioner A. Lee Munson). (File No. 4478-91)

Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.

- (2) Proposal to amend the Charter of said City and County by amending Section 3.661 (Commissioner A. Lee Munson). (File No. 4479-91)

Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.

IN-SERVICE MATTERS (cont.)

ITEM NO.

- (3) Proposal to amend the Charter of said City and County by amending Section 8.329. In general, this amendment re-defines the Rule of Three to refer to all persons receiving "three highest scores" and giving the Civil Service Commission authority to make more flexible rules regarding certification (Commissioner A. Lee Munson). (File No. 4480-91)

Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.

- (4) Proposal to amend the Charter of said City and County by amending Section 8.341 (Commissioner A. Lee Munson). (File No. 4481-91)

Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.



City and County of San Francisco
CIVIL SERVICE COMMISSION

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

MAY 6, 1991

ROOM 282, SECOND FLOOR, CITY HALL

12 NOON

DOCUMENTS DEPT.

MAY 8 1991

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PUBLIC LIBRARY

ITEM NO.

IN-SERVICE MATTERS

- (1) Proposal to amend the Charter of said City and County by deleting Sections 8.320, 8.321, 8.322, 8.323, 8.324, 8.328, 8.330, 8.331, 8.332 and 8.340 relating to qualifications, examinations, eligible lists, provisional appointments and dismissal during probation and adding new Section 8.320-1. In general, this change incorporates each and every provision of the former Charter provisions of the above Charter Sections into the rules of the Civil Service Commission to remain in effect until or unless amended by the Civil Service Commission (Commissioner A. Lee Munson). (File No. 4478-91)
- Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.
- (2) Proposal to amend the Charter of said City and County by amending Section 3.661 (Commissioner A. Lee Munson). (File No. 4479-91)
- Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.

IN-SERVICE MATTERS (cont.)

ITEM NO.

- (3) Proposal to amend the Charter of said City and County by amending Section 8.329. In general, this amendment re-defines the Rule of Three to refer to all persons receiving "three highest scores" and giving the Civil Service Commission authority to make more flexible rules regarding certification (Commissioner A. Lee Munson). (File No. 4480-91)

Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.

- (4) Proposal to amend the Charter of said City and County by amending Section 8.341 (Commissioner A. Lee Munson). (File No. 4481-91)

Rec: Adopt report; forward to the Board of Supervisors recommending the submission of this proposed Charter amendment to the qualified electors of the City and County of San Francisco at an election to be held on November 5, 1991.



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AGENDA
MEETING OF

DOCUMENTS DEPT.
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MAY 6, 1991

ROOM 282, SECOND FLOOR, CITY HALL

ORDER OF BUSINESS

PART I 2 P.M.

CONSENT CALENDAR
REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

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ALBERT C. WALKER, ASSISTANT SECRETARY

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Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 6, 1991

PART I - 2 P.M.

ITEM NO

(1) CONTINUANCES: PART I CALENDAR

(2) MINUTES: A. REGULAR MEETING OF APRIL 15, 1991
 B. SPECIAL MEETING OF APRIL 18, 1991

(3) ANNOUNCEMENTS

(4) CONSENT CALENDAR

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (File No. 1055-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
716-90/91	Public Health	Arriba Juntos/Institute for the Arts of Living
717-90/91	Public Health	Audrey L. Smith Development Center, Inc.
718-90/91	Public Health	Crestwood Hospitals, Inc.
719-90/91	Public Health	Edgewood Children's Center
720-90/91	Public Health	North of Market Senior Services
721-90/91	Public Health	Oakes Children's Center, Inc.
722-90/91	Public Health	Patients' Rights Advocacy Services, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
723-90/91	Public Health	Regents of the University of California, Department of Psychiatry (SFGH)
724-90/91	Public Health	S.F. Suicide Prevention, Inc.
725-90/91	Public Health	Volunteer Center of San Francisco

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1056-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
726-90/91	Academy of Sciences	Forell/Elsesser Engineers
727-90/91	Airport	Janis Bell
728-90/91	Airport	West Coast Survey, Inc.
729-90/91	Airport	HMH, Inc.
730-90/91	Airport	Towill, Inc.
731-90/91	Board of Supervisors	Systemhouse, Inc.
732-90/91	Civil Service Commission	Dennis A. Joiner & Associates
733-90/91	Controller	Curtis Jiang, Inc.
734-90/91	Controller	Crackerjack Consulting, Inc.
735-90/91	Controller	Data Base Architects
736-90/91	Controller	Lenora E. McGeough
737-90/91	Controller	Melco Systems, Inc.
738-90/91	Controller	G.W. Consulting

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
739-90/91	Controller	S.K. White Consulting
740-90/91	Mayor	Richard M. Behm
741-90/91	Public Health	UCSF-Department of Epidemiology and Biostatistics
742-90/91	Public Health	Bayview Hunter's Point Multipurpose Senior Center
743-90/91	Public Utilities Commission	Carlton Associates
744-90/91	Public Works	Structural Design Engineers
745-90/91	Public Works	Treadwell & Associates
746-90/91	Registrar	To Be Determined
747-90/91	Sheriff	George Bach-Y-Rita
748-90/91	Sheriff	Aubrey O. Dent
749-90/91	Sheriff	Carolyn Block
750-90/91	Sheriff	Occupational Health Services
751-90/91	Sheriff	Hastings College of Law
752-90/91	Sheriff	University of San Francisco Law School
753-90/91	Sheriff	Golden Gate University School of Law
754-90/91	Sheriff	University of Santa Clara School of Law
755-90/91	Sheriff	New College of Law
756-90/91	Social Services	The Glide Foundation
757-90/91	Treasurer/ Tax Collector	Smith/Norris Corporation

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (C) Classification of positions in various City departments.
(File No. 1058-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Mayor	1	1280 Employee Relations Assistant (J,Z Sch. 55.2 \$1355B1642)	Same
Public Health/ CPHS	1	2908 Hospital Eligibility Worker (Sch. 51.1 \$1114B1349)	2-1636 Health Care Billing Clerk II (Sch. 50.5 \$1083B1310)
	1	1636 Health Care Billing Clerk II (Sch. 50.5 \$1083B1310)	

Rec: Adopt staff report.

- (D) Request from the Public Utilities Commission to use a class in the Staff Assistant, Special Project Series as Southeast Transit Corridor Coordinator. (File No. 1059-91)

Rec: Adopt staff report.

1. Approve use of Class 9744 Staff Assistant VI, Special Project (\$2091 B/W) to employ a Southeast Transit Corridor Coordinator, Public Utilities Commission.
2. Authorize the temporary appointment of Sharon Saslafsky until May 6, 1993.

- (E) Request for appointment above the entrance rate for various employees. (File No. 2025-91)

February 4, 1991:	Request by Port related to Veronica Sanchez on Part A over to the meeting of March 4, 1991 at the request of the Port.
March 4, 1991:	Off calendar at the request of the Port.
April 1, 1991:	Off calendar at the request of the Port.

(E)(cont.)

PERMANENT AND EXEMPT APPOINTMENT

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Veronica Sanchez 9382 Government and Public Affairs Manager	Port	4	4

Rec: Adopt staff report.

(F) Requests for appointment above the entrance rate for various employees. (File No. 2111-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Stephen C. Delaney 8151 Claims Investigator	City Attorney	4	4
Daniel V. Fross 6248 Electrical Inspector	Public Works	3	3
Gregory Moix 9226 Airport Operations Superintendent	Airport	4	4
Robert P. Horn 5360 Civil Engineer Assistant I	Public Works	5	5
Robert A. Hoffman 2292 Shelter Veterinarian	Animal Care and Control	5	5
Edwin M. Lee 2986 Director, Human Rights Commission	Human Rights Commission	4	4
Deborah J. Owen 2220 Physician	Fire	4	4

(F)(cont.)

2. TEMPORARY AND EXEMPT APPOINTMENT

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Anne Kronenberg 1822 Administrative Analyst	Arts Commission	5	5 12/31/91

Rec: Adopt staff report.

- (G) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2118-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (H) Establishment of one new classification in the Department of Public Works. (File No. 1047-91)

Rec: Adopt staff report.

1. Establish a new classification of 1845 Contract Administrator (J,Z Sch. 66.7 \$2365B2874). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted in Class A888 Contract Administrator (J, SC \$2365B2874) to the new class.
3. Amend the Annual Salary Ordinance to reflect this action.

- (I) Request to designate Class 1708 Senior Telephone Operator as promotive for layoff purposes. (File No. 4500-91)

Rec: Adopt staff report. Designate Class 1708 Senior Telephone Operator as promotive for layoff purposes.

- (J) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4501-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (K) Future employability of John Van Voorthuijsen.
(File No. 4502-91)

Rec: Adopt staff report. Accept resignation on the conditions set forth in the settlement agreement. Approve the settlement agreement, including restrictions on the future employability of John Van Voorthuijsen.

- (L) Guidelines for Race and Ethnic Identification of employees.
(File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

Rec: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

- (M) Request of the San Francisco Fire Department that the Civil Service Commission hold a hearing to investigate the conduct of and action of Thomas Santoro and thereafter take action to void the limited tenure appointment of Santoro to Battalion Chief on the grounds that the appointment was obtained by fraud, concealment of fact and/or violation of commission rules regarding Mr. Santoro's ethnic designation.
(File No. 4503-91)

Rec: Off calendar at the request of the City Attorney's Office.

- (N) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

(N)(cont.)

October 1, 1990:	Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.
October 15, 1990:	Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
November 5, 1990:	Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.
November 19, 1990:	Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.
March 18, 1991:	Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 1, 1991:	Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 15, 1991:	Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.
Rec:	Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.

R E G U L A R C A L E N D A R

(5) GENERAL MANAGER'S REPORT

(6) COMMISSIONERS' NEW BUSINESS

CLASSIFICATION MATTERS

(7) Request for approval of temporary exempt appointment in Class 2895 Deputy Director of Health, Mental Health Services per Charter Section 8.300(5). (File No. 1049-91)

April 15, 1991: Over to the meeting of May 6, 1991 due to tie vote.

Rec: Adopt staff report; approve temporary exempt appointment in Class 2895 Deputy Director of Health, Mental Health Services until December 31, 1992.

COMPENSATION MATTERS

(8) Salary Standardization for Registered Nurse classifications (Charter Section 8.403), 1991-92. (File No. 2117-91)

Rec: Adopt staff report; forward to Board of Supervisors.

EXAMINATION MATTERS

(9) Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

Rec: Deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS

- (10) Appeal of staff's denial of protest concerning the minimum qualifications for Class 6318 Industrial Hygienist and rejection of protestant's application for this examination. (File No. 3084-91)

Rec: Adopt staff report; deny appeal of Craig Ishida.

- (11) Appeal of staff's denial of a request to administer the examination for Class 8205 Insitutional Police Sergeant on a promotional only basis. (File No. 3029-91)

Rec: Adopt staff report; deny appeal of Richard Wasserman.

IN-SERVICE MATTERS

- (12) Appeal of staff determination to deny request of Firefighter Joseph Pardo to change his ethnicity identification from White to Hispanic. (File No. 4395-91)

Rec: Adopt staff report; deny appeal of Joseph Pardo.

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E
N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(13) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

SPECIAL ORDER OF BUSINESS - FIRST ITEM AFTER 3:30 P.M.

- (14) Milton Kennedy, 1762 Senior Offset Machine Operator, 1/CPE-1, Airports Commission, 3/5/91.

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Local 790. (Special Order of Business - First item after 3:30 P.M.).

Recommendation of the Airports Commission:

Approve. Dismiss from the City and County Service. Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (15) Christopher Hunt, 2532 Paramedic, 2/E-9, Department of Public Health, San Francisco General Hospital Medical Center, 3/8/91.

April 1, 1991: Over to the meeting of May 6, 1991 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service.

- (16) Jamie L.W. Yan, 2320 Registered Nurse, 9/E-879, Department of Public Health, Community Public Health Services, 4/5/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

- (17) Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91.

Recommendation of the Department of Electricity and Telecommunications:

Return name to the eligible list from which appointed to this position (Class 1426 Senior Clerk Typist). Not to be employed again by the Department of Electricity and Telecommunications.

- (18) Roger Xavier, 2920 Medical Social Worker, 29/E-9, Department of Public Health, Laguna Honda Hospital, 4/5/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT APPOINTMENT

- (19) Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91.

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

Rec: Over to the meeting of July 1, 1991 at the request of Mr. Ribero's attorney.

(20)

INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T

In memory of Charles Holmes, husband of Sandy Holmes, Director, Controller's Payroll and Personnel Services Division.



SF
C65
#4
5/20/91

AGENDA

MEETING OF

MAY 20, 1991

ROOM 282, SECOND FLOOR, CITY HALL

ORDER OF BUSINESS

PART I 2 P.M.

CONSENT CALENDAR

REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - MAY 20, 1991

PART I - 2 P.M.

ITEM NO

(1) CONTINUANCES: PART I CALENDAR

(2) MINUTES: A. REGULAR MEETING OF MAY 6, 1991

B. SPECIAL MEETING OF MAY 6, 1991

(3) ANNOUNCEMENTS

(4) CONSENT CALENDAR (ITEMS A - H)

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of request for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (File No. 1063-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
758-90/91	Public Health	National Council on Alcoholism and other Drug Addictions-Bay Area, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1064-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
759-90/91	Social Services	Audrey L. Smith Development Center, Inc.
760-90/91	Social Services	American Red Cross, Golden Gate Chapter
761-90/91	Social Services	Children's Home Society of California
762-90/91	Social Services	Florence Crittenton
763-90/91	Social Services	St. Patrick's Daycare Center
764-90/91	Social Services	Cross Cultural Family Center
765-90/91	Social Services	Audrey L. Smith Development Center, Inc.
766-90/91	Social Services	Economic Opportunity Council
767-90/91	Social Services	Family Service Agency
768-90/91	Social Services	Mission Childcare Consortium
769-90/91	Social Services	Glide Memorial Services
770-90/91	Social Services	Tenderloin Housing Clinic/Modified Payments
771-90/91	Social Services	Catholic Charities
772-90/91	Social Services	Mission Housing Development Corp.
773-90/91	Social Services	The Salvation Army
774-90/91	Social Services	Central City Hospitality House
775-90/91	Social Services	Hamilton Family Center
776-90/91	Social Services	The Episcopal Sanctuary
777-90/91	Social Services	Larkin Street Youth Center

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
778-90/91	Social Services	Valata Jenkins-Monroe, Ph.D.
779-90/91	Social Services	Carolyn Block, Ph.D.
780-90/91	Social Services	Alicia F. Lieberman, Ph.D.
781-90/91	Social Services	Children's Council of S.F.
782-90/91	Social Services	S.F. Unified School District
783-90/91	Social Services	State of California, Employment Development Department (EDD)
784-90/91	Social Services	St. Vincent de Paul Society of S.F.
785-90/91	Social Services	Episcopal Community Services
786-90/91	Social Services	Dolores Street Community Center
787-90/91	Social Services	Family Service Agency of S.F. (Respite Program)

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(C) Review of requests for approval of proposed personal services
contracts. (File No. 1066-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
788-90/91	Airport	William Frisbie
789-90/91	Airport	Towill, Inc.
790-90/91	Airport	Cerand and Company
791-90/91	Controller	Precision Writing
792-90/91	Controller	Tri-Pacific Consulting

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
793-90/91	Controller	Affiliated Computer Systems
794-90/91	Controller	S.K. White Consulting
795-90/91	Controller	G.E. Consulting Services, Inc.
796-90/91	Controller	Pacific Coast Systems, Inc.
797-90/91	Controller	G.E. Consulting Services, Inc.
798-90/91	Controller	Bren Norris Associates, Inc.
799-90/91	Controller	S.K. White Consulting
800-90/91	Controller	G.W. Consulting
801-90/91	Controller	Affiliated Computer Systems, Inc.
802-90/91	Controller	Affiliated Computer Systems, Inc.
803-90/91	Controller	Pilot Executive Software
804-90/91	Controller	Affiliated Computer Systems, Inc.
805-90/91	District Attorney	Eliana M. Gil, Ph.D.
806-90/91	District Attorney	Richard Sullivan
807-90/91	Public Health	Bridget Carney
808-90/91	Public Health	University of California, S.F.
809-90/91	Public Health	Lyon's Martin Women's Health Services
810-90/91	Public Health	UCSF/AIDS Health Project
811-90/91	Public Health	Catholic Charities of S.F.

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
812-90/91	Public Utilities Commission	George Pattee
813-90/91	Public Utilities Commission	Carlton/E.H. White
814-90/91	Public Utilities Commission	Dames & Moore
815-90/91	Public Works	Mr. Maurice Power
816-90/91	Public Works	Dr. J.K. Mitchell
817-90/91	Public Works	Dr. I.M. Idriss
818-90/91	Public Works	Mr. Daniel Shapiro
819-90/91	Public Works	Mr. Frank Rollo
820-90/91	Sheriff	Dr. Harry Edwards
821-90/91	Sheriff	Ruth Morgan
822-90/91	Sheriff	Raymond Jones
823-90/91	Sheriff	Fania Davis
824-90/91	Sheriff	Geese Theatre Company
825-90/91	Sheriff	Chris Shaeffer
826-90/91	Sheriff	Maxine D. Gerritsen
827-90/91	Sheriff	Mary Elizabeth Buckner
828-90/91	Sheriff	James Edward Nelson
829-90/91	Sheriff	Jennifer Geagan
830-90/91	Sheriff	Arlene Hamilton
831-90/91	Sheriff	Virginia Bogoslovski
832-90/91	Sheriff	Penny Hannah Witzemann
833-90/91	Sheriff	John Spain
834-90/91	Sheriff	Antonio Ramirez
835-90/91	Public Health	Bernd Kutzscher, M.D.

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
836-90/91	Public Health	Maida Taylor, M.D.
837-90/91	Public Utilities Commission	Camp Dresser & McKee, Inc.
838-90/91	Controller	Savvy, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(D) Classification of positions in various City departments.
(File No. 1067-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
City Attorney	1	1458 Legal Secretary I (Sch. 52.7 \$1203B1457)	1476 Senior Claims Process Clerk (Sch. 50.5 \$1083B1310)
Public Health/CMHS	7	2920 Medical Social Worker (Sch. 57.2 \$1491B1809)	2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809)
	1	2922 Senior Medical Social Worker (Sch. 58.6 \$1596B1936)	2932 Senior Psychiatric Social Worker (Sch. 58.6 \$1596B1936)
Public Utilities Commission	1	A987 Safety Manager (Sch. 65.7 \$2252B2737)	Establish Class 6141 Manager, Office of Health and Safety (J,Z Sch. 65.7 \$2252B2737) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (E) Requests for appointment above the entrance rate for various employees. (File No. 2124-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marilynn D. Rivera Airport 1404 Clerk		5	5
Ron Allen 6248 Electrical Inspector	Public Works	5	5
William Alvis 1426 Senior Clerk Typist	Public Health	3	3
Joanna A. Uribe 2818 Health Program Planner	Public Health	4	4

2. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Joseph Abrego 1819 MIS Specialist III	Public Health	5	5 12/31/91
Ronald J. Kane 1821 Management Information Systems Manager	Controller	5	5 12/31/91
Rumi Uenu 1280 Employee Relations Assistant	Mayor	2	2 12/31/91

Rec: Adopt staff report.

- (F) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4574-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (G) Guidelines for Race and Ethnic Identification of employees. (File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

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April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

Rec: Over to the meeting of June 3, 1991 at the request of Commissioner Munson.

- (H) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
 3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.

November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

(H)(cont.)

November 19, 1990:	Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.
March 18, 1991:	Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 1, 1991:	Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 15, 1991:	Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.
May 6, 1991:	Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.
Rec:	Over to the meeting of June 3, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

REGULAR CALENDAR

(5) GENERAL MANAGER'S REPORT

(6) COMMISSIONERS' NEW BUSINESS

CLASSIFICATION MATTERS

(7) Establishment of one new classification in the Department of Public Works. (File No. 1047-91)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

Rec: Adopt staff report.

1. Establish a new classification of 1845 Contract Administrator (J,Z Sch. 66.7 \$2365B2874). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted in Class A888 Contract Administrator (J, SC \$2365B2874) to the new class.
3. Amend the Annual Salary Ordinance to reflect this action.

EXAMINATION MATTERS

(8) Appeal of background rejection for Class Q2 Police Officer by Joyce Yvette Randall. (File No. 3102-91)

Rec: Deny appeal; sustain the decision of the Chief of Police.

(9) Appeal of staff's denial of protest regarding the oral/performance examination for Class 1125 Division Manager, Registrar of Voters. (File No. 3043-91)

Rec: Adopt staff report; deny appeal of Gregory R. Hobson.

PART II - 3 P.M.

S E P A R A T I O N S F R O M T H E S E R V I C E

N O T I C E

At approximately 3 P.M., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(10) ROLL CALL AND CONTINUANCES: 3 P.M. CALENDAR

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (11) Bobby Gardner, 2903 Eligibility Worker, 54/CPE-21, Department of Social Services, Medi-Cal Program, 4/30/91.

Recommendation of the Department of Social Services:

Approve. Cancel all current examination and eligibility status. Reinstate to a position in the class from which promoted (Class 1426 Senior Clerk Typist).

TERMINATION OF TEMPORARY APPOINTMENT

- (12) Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities Commission, San Francisco Municipal Railway, 4/30/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (13) Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

Recommendation of the Department of Electricity and Telecommunications:

Return name to the eligible list from which appointed to this position (Class 1426 Senior Clerk Typist). Not to be employed again by the Department of Electricity and Telecommunications.

- (14) Roger Xavier, 2920 Medical Social Worker, 29/E-9, Department of Public Health, Laguna Honda Hospital, 4/5/91.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 790.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT APPOINTMENT

- (15) Matthew Hall, 2760 Laundry Worker, 38/E-85, Department of Public Health, Laguna Honda Hospital, 4/19/91.

Recommendation of the Department of Public Health:

No future employment in any position covered by the civil service system of the City and County of San Francisco.

(16)

INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T



AGENDA

MEETING OF

JUNE 3, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

JUN 3 1991

**SAN FRANCISCO
PUBLIC LIBRARY**

ORDER OF BUSINESS

PART I 2 P.M.

**CONSENT CALENDAR
REGULAR CALENDAR**

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

**A. LEE MUNSON, PRESIDENT
GRANT S. MICKINS, VICE PRESIDENT
CLEO DONOVAN, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER**

**JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY**

Smoking prohibited during Civil Service Commission meetings.

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 3, 1991

PART I - 2 p.m.

ITEM NO

- (1) CONTINUANCES: PART I CALENDAR
- (2) MINUTES: REGULAR MEETING OF MAY 20, 1991
- (3) ANNOUNCEMENTS
- (4) ELECTION OF COMMISSION OFFICERS
- (5) Resolution of Commendation for Dave Fong, Chief Assistant Controller of the City and County of San Francisco, upon his retirement after thirty-seven and one-half (37½) years of service.
(File No. 4621-91)

Rec: Adopt.
- (6) Resolution of Commendation for Robert Tecco, Purchasing Department, upon his retirement after twenty-four (24) years of service.
(File No. 4620-91)

Rec: Adopt.
- (7) CONSENT CALENDAR (ITEMS A - K)

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (File No. 1073-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
839-90/91	Public Health	Baker Places, Inc.
840-90/91	Public Health	Bayview Hunter's Point Foundation
841-90/91	Public Health	California Medivan dba MV Transportation
842-90/91	Public Health	Catholic Charities of San Francisco
843-90/91	Public Health	Conrad House, Inc.
844-90/91	Public Health	County of San Mateo-Division of Mental Health Services
845-90/91	Public Health	Episcopal Community Services
846-90/91	Public Health	Family Service Agency of San Francisco
847-90/91	Public Health	Instituto Familiar de la Raza
848-90/91	Public Health	La Cheim Residential Treatment Centers
849-90/91	Public Health	Mental Health Management I, Inc.
850-90/91	Public Health	MSC Psychiatric Services Corp.
851-90/91	Public Health	Northern California Ambulatory Health Services (Children's Hospital)
852-90/91	Public Health	Pacific Mental Health Services, Inc.
853-90/91	Public Health	Progress Foundation
854-90/91	Public Health	Ramsell Corporation

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
855-90/91	Public Health	Recreation Center for the Handicapped
856-90/91	Public Health	Regents of the University of California Center on Deafness
857-90/91	Public Health	Regents of the University of California Langley Porter Hospital
858-90/91	Public Health	Richmond Area Multi-Services, Inc.
859-90/91	Public Health	S.F. Mental Health Education Funds, Inc.
860-90/91	Public Health	Saint Francis Memorial Hospital
861-90/91	Public Health	St. Luke's Hospital
862-90/91	Public Health	St. Mary Pharmacy Management Services
863-90/91	Public Health	St. Mary's Hospital & Medical Center
864-90/91	Public Health	Swords to Plowshares
865-90/91	Public Health	Westside Community Mental Health Center, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1074-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
866-90/91	Commission on Aging	Asian Law Caucus
867-90/91	Commission on Aging	Bayview Hunters Point Multipurpose Senior Center

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
868-90/91	Commission on Aging	Bernal Heights Community Foundation
869-90/91	Commission on Aging	Catholic Charities
870-90/91	Commission on Aging	Centro Latino De San Francisco, Inc.
871-90/91	Commission on Aging	Church of the Advent
872-90/91	Commission on Aging	Episcopal Community Services-Canon Kip
873-90/91	Commission on Aging	Family Service Agency
874-90/91	Commission on Aging	Filipino-American Council
875-90/91	Commission on Aging	Golden Gate Senior Services
876-90/91	Commission on Aging	The In-Home Support Services Consortium
877-90/91	Commission on Aging	John W. King Senior Center
878-90/91	Commission on Aging	Kimochi, Inc.
879-90/91	Commission on Aging	Korean Center, Inc.
880-90/91	Commission on Aging	Legal Assistance to the Elderly
881-90/91	Commission on Aging	Meals on Wheels of S.F., Inc.
882-90/91	Commission on Aging	Mission Community Legal Defense, Inc.
883-90/91	Commission on Aging	Mission Neighborhood Centers, Inc.
884-90/91	Commission on Aging	North of Market Senior Services
885-90/91	Commission on Aging	Operation Concern of PPMC
886-90/91	Commission on Aging	Pleasure Endeavors Projects, Inc.

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
887-90/91	Commission on Aging	PPMC Senior Services
888-90/91	Commission on Aging	Reality House West
889-90/91	Commission on Aging	Recreation Center for the Handicapped, Inc.
890-90/91	Commission on Aging	Russian American Community Services
891-90/91	Commission on Aging	The Salvation Army
892-90/91	Commission on Aging	S.F. Institute on Aging
893-90/91	Commission on Aging	S.F. Senior Center - Downtown Branch
894-90/91	Commission on Aging	Self-Help for the Elderly
895-90/91	Commission on Aging	Services for Seniors
896-90/91	Commission on Aging	United Jewish Community Center
897-90/91	Commission on Aging	The United Way Adult Day Health Care Network
898-90/91	Commission on Aging	Visitacion Valley Community Center
899-90/91	Commission on Aging	Western Addition Senior Citizens Service Center
900-90/91	Commission on Aging	Y.M.C.A. of San Francisco
901-90/91	Commission on Aging	Centro Latino De San Francisco
902-90/91	Commission on Aging	Church of the Advent
903-90/91	Commission on Aging	Filipino-American Council of S.F.
904-90/91	Commission on Aging	Kimochi, Inc.
905-90/91	Commission on Aging	Korean Center, Inc.
906-90/91	Commission on Aging	Meals on Wheels of San Francisco, Inc.

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
907-90/91	Commission on Aging	PPMC Senior Services
908-90/91	Commission on Aging	Russian American Community Services
909-90/91	Commission on Aging	The Salvation Army
910-90/91	Commission on Aging	Self-Help for the Elderly
911-90/91	Commission on Aging	Services for Seniors, Inc.
912-90/91	Commission on Aging	United Jewish Community Center
913-90/91	Commission on Aging	Western Addition Senior Citizens Service Center

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(C) Review of requests for approval of proposed personal services
contracts. (File No. 1075-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
914-90/91	Arts Commission	Lothar Baumgarten
915-90/91	Arts Commission	Karina and John Liikala
916-90/91	Arts Commission	Nayland Blake
917-90/91	Arts Commission	Ann Hamilton
918-90/91	Arts Commission	Michael Manwaring
919-90/91	Asian Art Museum	Lindvall, Richter & Associates
920-90/91	CA0	S.F. Clean Coalition
921-90/91	CA0	S.F. State University Public Research Institute
922-90/91	City Attorney	University of San Francisco

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
923-90/91	City Attorney	Santa Clara University
924-90/91	City Attorney	University of California, Davis; University of California, Hastings College of the Law; University of Wisconsin-Madison
925-90/91	Civil Service Commission	Diane Sanchez
926-90/91	Civil Service Commission	Lynn Kearny
927-90/91	Civil Service Commission	Janet Bowmer
928-90/91	Civil Service Commission	Sandra Glosser
929-90/91	Civil Service Commission	Judith Sweet
930-90/91	Commission on Status of Women	Rosalie House
931-90/91	Commission on Status of Women	Asian Women's Shelter
932-90/91	Commission on Status of Women	La Casa de las Madres
933-90/91	Commission on Status of Women	WOMAN, Inc.
934-90/91	Commission on Status of Women	Asian Women's Shelter
935-90/91	Commission on Status of Women	Donaldina Cameron House
936-90/91	Commission on Status of Women	La Casa de las Madres
937-90/91	Commission on Status of Women	Rosalie House

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
938-90/91	Commission on Status of Women	WOMAN, Inc.
939-90/91	Controller	Precision Writing
940-90/91	Controller	Tim Meager & Associates, Inc.
941-90/91	District Attorney	University of San Francisco
942-90/91	District Attorney	San Francisco State University
943-90/91	District Attorney	Golden Gate University
944-90/91	District Attorney	Hastings College of Law
945-90/91	District Attorney	University of California at Berkeley
946-90/91	District Attorney	New College of California
947-90/91	Fire	Core Corporation
948-90/91	Port	Masahiko Iwashita (Tokyo)
949-90/91	Port	Manalytics
950-90/91	Port	Journal of Commerce
951-90/91	Port	Grand World Shipping, Ltd. (Taipei)
952-90/91	Port	Government Finance Associates, Inc. & Charles A. Bell
953-90/91	Port	Cal-State University-Hayward
954-90/91	Port	Trade Reps Ltd. (Chicago)
955-90/91	Port	Trade Information Services (TIS)
956-90/91	Port	San Francisco State University

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
957-90/91	Port	Respiratory Medical Group, Inc.
958-90/91	Port	Port Railroads, Inc.
959-90/91	Public Health	Project Open Hand
960-90/91	Public Health	University of California, San Francisco
961-90/91	Public Health	Continuum HIV Day Services
962-90/91	Public Health	Aquarius Public Management, Inc.
963-90/91	Public Health	Catholic Charities
964-90/91	Public Health	Catholic Charities
965-90/91	Public Health	Mission Neighborhood Health Center
966-90/91	Public Health	Regents, University of California, S.F.
967-90/91	Public Health	S.F. Hearing and Speech Center
968-90/91	Public Health	Bayview Hunters Point Foundation
969-90/91	Public Health	Pacific Mental Health Services/Operation Concern
970-90/91	Public Health	Visiting Nurses and Hospice of S.F./Pacific Presbyterian Medical Center
971-90/91	Public Health	Visiting Nurses and Hospice of S.F./Pacific Presbyterian Medical Center
972-90/91	Public Health	Project Open Hand
973-90/91	Public Health	S.F. AIDS Foundation

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
974-90/91	Public Health	Shanti Project
975-90/91	Public Health	UCSF/AIDS Health Project
976-90/91	Public Health	PSP Information Group, Inc.
977-90/91	Public Utilities Commission	Bechtel Corporation
978-90/91	Public Works	Lee Saylor, Inc.
979-90/91	Public Works	Lee Saylor, Inc.
980-90/91	Public Works	General Industrial Insulation, Inc.
981-90/91	Public Works	ACC Environmental Consultants
982-90/91	Public Works	Marcor of California
983-90/91	Public Works	Connor Neely Associates
984-90/91	Public Works	Galson Technical Services
985-90/91	Public Works	Excel Environmental
986-90/91	Public Works	AGS, Inc.
987-90/91	Real Estate	Eugene E. Logan & Associates
988-90/91	Purchasing	Bedford Consulting
989-90/91	Purchasing	Mardave Compu, Inc.
990-90/91	SFUSD	Environmental Science & Engineering, Inc.
991-90/91	Sheriff	Kathleen A. McBurney
992-90/91	Sheriff	National Center on Institutions and Alternatives
993-90/91	Social Services	The Salvation Army-The Gateway

(C)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
994-90/91	Social Services	Catholic Charities (Guerrero House)
995-90/91	Social Services	Travelers Aid S.F./Emergency Shelter
996-90/91	Social Services	Recreation Center for the Handicapped
997-90/91	Social Services	Travelers Aid S.F./Childcare Center
998-90/91	Social Services	Visions, Inc.
999-90/91	Social Services	Geneva Social Development Center
1000-90/91	Social Services	Association for Retarded Citizens (ARC)

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(D) Classification of positions in various City departments.
(File No. 1067-91)

May 20, 1991: Matter related to classification of the A987 Safety Manager, Public Utilities Commission, over to the meeting of June 3, 1991 at the request of staff.

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Utilities Commission	1	A987 Safety Manager (Sch. 65.7 \$2252B2737)	Establish Class 6141 Manager, Office of Health and Safety (J,Z Sch. 65.7 \$2252B2737) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (E) Requests for appointment above the entrance rate for various employees. (File No. 2132-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Kevin O'Connor 7514 General Laborer	Public Utilities Commission	5	5
H. Daniel McFarland 1150 General Manager, Department of Electricity	Electricity	4	4

2. TEMPORARY AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Maria Gartner 1880 Chief of Systems	Controller	4	4 12/31/91

Rec: Adopt staff report.

- (F) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4619-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (G) Request to designate Class 1933 School Warehouse Assistant Supervisor as promotive for layoff purposes.
(File No. 4622-91)

Rec: Adopt staff report; designate Class 1933 School Warehouse Assistant Supervisor as promotive for layoff purposes.

- (H) Revision of the seniority rosters for the Health Program Coordinator Series. (File No. 4623-91)

Rec: Adopt staff report; revise the seniority rosters for the Health Program Coordinator series as detailed in the staff report.

- (I) Guidelines for Race and Ethnic Identification of Employees.
(File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Commissioner Munson.

Rec: Over to the meeting of June 17, 1991 at the request of Peter Roybal.

- (J) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

Rec: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

- (K) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-996. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

August 6, 1990: 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.

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(K)(cont.)

October 1, 1990:	Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.
October 15, 1990:	Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
November 5, 1990:	Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.
November 19, 1990:	Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.
March 18, 1991:	Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 1, 1991:	Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
April 15, 1991:	Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.
May 6, 1991:	Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.

(K)(cont.)

May 20, 1991: Over to the meeting of June 3, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

Rec: Over to the meeting of June 17, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

REGULAR CALENDAR

(8) GENERAL MANAGER'S REPORT

(9) COMMISSIONERS' NEW BUSINESS

CLASSIFICATION MATTERS

(10) Establishment of one new classification in the Department of Public Works. (File No. 1047-91)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.

Rec: Adopt staff report.

1. Establish a new classification of 1845 Contract Administrator (J,Z Sch. 66.7 \$2365B2874). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted in Class A888 Contract Administrator (J, SC \$2365B2874) to the new class.
3. Amend the Annual Salary Ordinance to reflect this action.

EXAMINATION MATTERS

(11) Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

EXAMINATION MATTERS (cont.)

(11)

(cont.) May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.

Rec: Deny appeal; sustain the decision of the Chief of Police.

(12)

Appeal of background rejection for Class Q2 Police Officer by Joyce Yvette Randall. (File No. 3102-91)

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. Randall's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

(13)

Appeal of staff's denial of protest regarding the composition of the oral board rating candidates in the examination for Class 9142 Transit Manager III. (File No. 3080-91)

Rec: Adopt staff report; deny appeals of Richard Conoly, Robert Johnson, James Sauer and James Stewart.

IN-SERVICE MATTERS

(13A)

Modification of the Civil Service Commission 1991-92 Budget Submission. (File No. 4635-91)

Rec: Adopt report; forward to the Office of the Mayor.

(14)

SPECIAL ORDER OF BUSINESS AT 4:30 p.m.

Hearing on Personnel Management concerns related to Civil Service Commission Rules, Policies, and Procedures.

- Position classification and related matters, e.g., temporary assignments outside of classification and status principles;
- Salary and wage administration;
- Performance evaluation.

REGULAR MEETING - JUNE 3, 1991

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

N O T I C E

At approximately 3 p.m., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(15) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (16) Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. McMillian's attorney.

Recommendation of the Department of Electricity and Telecommunications:

Return name to the eligible list from which appointed to this position (Class 1426 Senior Clerk Typist). Not to be employed again by the Department of Electricity and Telecommunications.

RESIGNATION - SERVICES UNSATISFACTORY

- (17) Diane Dorsey, 1426 Senior Clerk Typist, 3/CPE-209, Department of Public Health, Community Mental Health Services, 2/15/91.

Recommendation of the Department of Public Health:

Accept the resignation as certified. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT APPOINTMENT

- (18) Roosevelt Steele, Jr. 7311 Cement Mason, 4/E-7, Department of Public Works, Building Repair, 5/6/91.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. Not be employed again by the City and County of San Francisco.

TERMINATION OF TEMPORARY APPOINTMENT

- (19) Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities Commission, San Francisco Municipal Railway, 4/30/91.

May 20, 1991: Over to the meeting of June 3, 1991 at Ms. Brown's request.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(20) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T



SF
C65
#4
6/17/91

AGENDA

MEETING OF

JUNE 17, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

JUN 13 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I 2 P.M.

CONSENT CALENDAR REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

Smoking prohibited during Civil Service Commission meetings.

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JUNE 17, 1991

PART I - 2 p.m.

ITEM NO

(1) CONTINUANCES: PART I CALENDAR

(2) MINUTES: REGULAR MEETING OF JUNE 3, 1991

(3) ANNOUNCEMENTS

(4) Resolution of Commendation for Scott Breed, Senior Personnel Analyst, Civil Service Commission, upon his retirement after twenty (20) years of service. (File No. 4685-91)

Rec: Adopt.

(5) Resolution of Commendation for Consuelo Suez, Departmental Personnel Officer, Department of Public Health, upon her retirement after twenty-five (25) years of service. (File No. 4686-91)

Rec: Adopt.

(6) CONSENT CALENDAR (ITEMS A - J)

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts from Department of Public Health with Short-Doyle funding. (File No. 1086-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1001-90/91	Public Health	Asian American Residential Recovery Services, Inc.
1002-90/91	Public Health	Baker Places, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1003-90/91	Public Health	Bay Area Addiction Research and Treatment, Inc.
1004-90/91	Public Health	Bayview Hunter's Point Foundation
1005-90/91	Public Health	Center for Human Development, Inc.
1006-90/91	Public Health	Chemical Awareness and Treatment Services, Inc.
1007-90/91	Public Health	The Friendship House Association of American Indians, Inc.
1008-90/91	Public Health	Haight Ashbury Free Clinics, Inc.
1009-90/91	Public Health	Henry Ohlhoff House, Inc.
1010-90/91	Public Health	Horizons Unlimited of S.F., Inc.
1011-90/91	Public Health	Mission Council on Alcohol Abuse for the Spanish Speaking, Inc.
1012-90/91	Public Health	Multicultural Training Resource Center, Inc.
1013-90/91	Public Health	National Council on Alcoholism and Other Drug Addictions - Bay Area, Inc.
1014-90/91	Public Health	North of Market Senior Services, Inc.
1015-90/91	Public Health	Pacific Presbyterian Mental Health Services, Inc.
1016-90/91	Public Health	S.F. Pretrial Diversion Project, Inc.
1017-90/91	Public Health	S.F. Suicide Prevention, Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1018-90/91	Public Health	St. Vincent de Paul Society of San Francisco, Inc.
1019-90/91	Public Health	The Salvation Army, A California Corp.
1020-90/91	Public Health	University of California/AIDS Health Project
1021-90/91	Public Health	University of California/PACE
1022-90/91	Public Health	Walden House, Inc.
1023-90/91	Public Health	Westside Community Mental Health Center, Inc.
1024-90/91	Public Health	Women's Alcoholism Center, Inc.
1025-90/91	Public Health	Women's Institute for Mental Health, Inc.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1087-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1026-90/91	Airport	County of San Mateo, Planner
1027-90/91	Airport	San Mateo County, Roundtable Consultant
1028-90/91	Airport	Janis Bell
1029-90/91	City Attorney	Melinda Kanter, Marin Day Schools
1030-90/91	Controller	Oracle Corporation

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1031-90/91	Controller	Northwest Systems Group, Inc.
1032-90/91	Controller	Owens Information Systems, Inc.
1033-90/91	Controller	Data Processing & Accounting Services
1034-90/91	Convention Facilities	S.F. Convention & Visitors Bureau
1035-90/91	Convention Facilities	Wallace Mah & Louie
1036-90/91	Human Rights Commission	Hastings College of the Law
1037-90/91	Mayor's Office	Maggie LaRue
1038-90/91	Mayor's Office	Peter Lloyd Thompson
1039-90/91	Parking & Traffic	Tim Meager & Associates
1040-90/91	Public Health	Weissburg & Aronson, Inc.
1041-90/91	Public Health	University of California, S.F. Medical Center
1042-90/91	Public Health	University of California, S.F., SFGH Medical Group, Department of OB/GYN
1043-90/91	Public Health	Shared Medical System (SMS)
1044-90/91	Public Health	Narvco Enterprises, Inc.
1045-90/91	Public Health	Health Management Systems, Inc. (HMS)
1046-90/91	Public Health	Allied Information & Service Corp. (AIS)
1047-90/91	Public Health	Midwest Inventory Service, Inc.
1048-90/91	Public Health	Hanson, Bridgett, Marcus, Vlahos & Rudy

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1049-90/91	Public Health	Baker Places, Inc.
1050-90/91	Public Health	Walden House, Inc.
1051-90/91	Public Health	Asian American Health Forum
1052-90/91	Public Health	Community United in Response to AIDS/SIDA (CURAS)
1053-90/91	Public Health	Continuum HIV Day Services
1054-90/91	Public Health	Family Service Agency of S.F.
1055-90/91	Public Health	Hartford Street Zen Center
1056-90/91	Public Health	Larkin Street Youth Center
1057-90/91	Public Health	Shanti Project
1058-90/91	Public Health	Shanti Project
1059-90/91	Public Health	University of the Pacific School of Dentistry
1060-90/91	Public Health	Pacific Mental Health Services/Operation Concern
1061-90/91	Public Health	S.F. Community Clinic Consortium
1062-90/91	Public Health	UCSF/AIDS Health Project
1063-90/91	Public Health	University of California, San Francisco, AIDS Health Project
1064-90/91	Public Health	Chronic Fatigue Immune Dysfunction Syndrome, Inc.
1065-90/91	Public Health	Sequoia Hospital District, Redwood City

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1066-90/91	Public Health	Compumed, Inc.
1067-90/91	Public Health	Pharmedix
1068-90/91	Public Health	Carlene Keller
1069-90/91	Public Health	Department of Biomechanics, California College of Podiatric Medicine
1070-90/91	Public Health	H.H. Brady, D.D.S.
1071-90/91	Public Health	Central City Hospitality House
1072-90/91	Public Health	King American, Mercy Life Care, and S.F. Ambulance Company
1073-90/91	Public Health	University of California S.F.
1074-90/91	Public Health	California College of Podiatric Medicine
1075-90/91	Public Health	Bayview Hunter's Point Foundation
1076-90/91	Public Health	National Association of Black & White Men Together/BAHSES
1077-90/91	Public Utilities Commission	Call Company, Ltd.
1078-90/91	Public Works	Monterey Canyon Research Vessels, Inc.
1079-90/91	Public Works	Media Solutions
1080-90/91	Public Works	Imageworks
1081-90/91	Public Works	California Computer Options
1082-90/91	Public Works	AGS, Inc.

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1083-90/91	Social Services	S.F. Community College District
1084-90/91	Social Services	Conard House, Inc. (SF Support Services-Hotel Program)
1085-90/91	Social Services	Conard House, Inc. (SF Support Services-MSD Program)
1086-90/91	Mayor's Office	Liebert, Cassidy and Frierson

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(C) Classification of positions in various City departments.
(File No. 1089-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Health/LHH	1	2145 Hospital Associate Administrator (Sch. 70.6 \$2862B3479)	Same
PUC/MUNI	1	A042 Senior Light Rail Vehicle Engineer (J, \$2435B2960)	Establish Class 9196 Senior Light Rail Equipment Engineer (J,Z Sch. 66.4 \$2332B2835) Amend specification for Class 9195 Light Rail Vehicle Equipment Engineer Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2147-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (E) Request for approval of revised Class Q2 Police Officer Medical Standards. (File No. 3554-91)

Rec: Approve and adopt the revised medical standards.

- (F) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4684-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (G) Request to designate Class 2250 Director of Clinical Services as promotive for layoff purposes. (File No. 4687-91)

Rec: Adopt staff report; designate Class 2250 Director of Clinical Services as promotive for layoff purposes.

- (H) Request to designate Class 2454 Clinical Pharmacist as promotive for layoff purposes. (File No. 4688-91)

Rec: Adopt staff report; designate Class 2454 Clinical Pharmacist as promotive for layoff purposes.

- (I) Request to designate Class 7226 Carptenter Supervisor I as promotive for layoff purposes. (File No. 4689-91)

Rec: Adopt staff report; designate Class 7226 Carpenter Supervisor I as promotive for layoff purposes.

- (J) Guidelines for Race and Ethnic Identification of Employees. (File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Commissioner Munson.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Peter Roybal. On June 17, 1991 this matter will be continued to the meeting of July 1, 1991 at the request of Professor Alex Saragosa, University of California, Berkeley.

Rec: Over to the meeting of July 1, 1991 at the request of Professor Alex Saragosa, University of California, Berkeley.

REGULAR CALENDAR

(7) GENERAL MANAGER'S REPORT

(8) COMMISSIONERS' NEW BUSINESS

CLASSIFICATION MATTERS

(9) Establishment of one new classification in the Department of Public Works. (File No. 1047-91)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of the Department of Public Works.

Rec: Adopt staff report.

1. Establish a new classification of 1845 Contract Administrator (J,Z Sch. 66.7 \$2365B2874). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted in Class A888 Contract Administrator (J, SC \$2365B2874) to the new class.
3. Amend the Annual Salary Ordinance to reflect this action.

COMPENSATION MATTERS

(10) Request for selection by the Civil Service Commission of one (1) member to serve on the three (3) member Civil Service Commission Rule 26 - Temporary Assignments Outside of Classification, Fact-Finding Panel. (File No. 2140-91)

Open for discussion.

EXAMINATION MATTERS

- (11) Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)
- March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.
- April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.
- April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.
- May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.
- June 3, 1991: Over to the meeting of June 17, 1991 at Ms. Miller's request.
- Rec: Deny appeal; sustain the decision of the Chief of Police.
-
- (12) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)
- September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.
- June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
- Rec: Deny appeal; sustain the decision of the Chief of Police.
-
- (13) Appeal of background rejection for Class Q2 Police Officer by Daniel T. Gee. (File No. 3119-91)
- Rec: Deny appeal; sustain the decision of the Chief of Police.
-
- (14) Appeal of staff's denial of protest of the terms of the announcement for Class 5132 Manager, Bureau of Water Pollution Control, and Class 5134 Deputy Manager, Bureau of Water Pollution Control. (File No. 3108-91)
- Rec: Adopt staff report; deny appeal of Steven Leonard.

EXAMINATION MATTERS (cont.)

- (15) Appeal of staff's denial of protest concerning rejection of application for Class 2708 Custodian. (File No. 3132-91)

Rec: Adopt staff report; deny appeal of Chung-Hung Li.

IN-SERVICE MATTERS

- (16) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay. (File No. 4989-90)

July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.

August 6, 1990: 1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.

August 6, 1990: 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.

3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.

4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.

September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.

October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.

IN-SERVICE MATTERS (cont.)

(16) (cont.)	October 15, 1990:	Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
	November 5, 1990:	Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.
	November 19, 1990:	Over to the meeting of December 3, 1990 at the joint request of the City Attorney's Office and Attorney David Clisham.
	December 3, 1990:	Over to the meeting of January 7, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
	January 7, 1991:	Over to the meeting of February 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
	February 4, 1991:	Over to the meeting of March 4, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
	March 4, 1991:	Over to the meeting of March 18, 1991 at the request of the City Attorney.
	March 18, 1991:	Over to the meeting of April 1, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
	April 1, 1991:	Over to the meeting of April 15, 1991 at the request of the City Attorney's Office due to ongoing discussion between the City Attorney's Office and Attorney David Clisham.
	April 15, 1991:	Over to the meeting of May 6, 1991 at the request of Attorney David Clisham.
	May 6, 1991:	Over to the meeting of May 20, 1991 at the request of Attorney David Clisham.
	May 20, 1991:	Over to the meeting of June 3, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.
	June 3, 1991:	Over to the meeting of June 17, 1991 at the joint request of the City Attorney's Office and Attorney David Clisham.

IN-SERVICE MATTERS (cont.)

(16) Rec: Deny requests for reinstatement and retroactive status grants,
(cont.) back pay and other relief. Void permanent civil service
status of all employees receiving status grants as a result of
the Commission's previous decision in 1982.

REGULAR MEETING - JUNE 17, 1991

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

N O T I C E

At approximately 3 p.m., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(17) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (18) Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. McMillian's attorney.

June 3, 1991: Over to the meeting of June 17, 1991 due to the department's non-appearance (First item of Part II calendar).

Rec: Over to the meeting of July 1, 1991 at the request of the Department of Electricity and Telecommunications.

- (19) Berrick M. Harvey, 1446 Secretary II, 10/CPE-020, Department of Public Works, Bureau of Construction Management, 5/24/91.

Rec: Over to the meeting of July 1, 1991 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT OF DISABILITY TRANSFEREE

- (20) Leola Roberson, 1630 Account Clerk, 1/E-10, Department of Public Health, Laguna Honda Hospital, 5/17/91.

Rec: Over to the meeting of July 1, 1991 at the request of Local 790.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (21) Bobby Gardner, 2903 Eligibility Worker, 54/CPE-21, Department of Social Services, Medi-Cal Program, 4/30/91.
- May 20, 1991: Over to the meeting of June 17, 1991 at the request of Local 535.
- Rec: Over to the meeting of July 1, 1991 at the request of Local 535.
- (22) Carlos Ferreira, 6231 Senior Street Inspector, 5/CPE-3, Department of Public Works, Bureau of Engineering, 5/20/91.
- Recommendation of the Department of Public Works.
- Approve. Reinstate to a position in the class from which promoted (Class 6230 Street Inspector).

TERMINATION OF TEMPORARY APPOINTMENT

- (23) Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities Commission, San Francisco Municipal Railway, 4/30/91.
- May 20, 1991: Over to the meeting of June 3, 1991 at Ms. Brown's request.
- June 3, 1991: Over to the meeting of June 17, 1991 at request of Transport Workers Union.
- Recommendation of the Public Utilities Commission:
- Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT APPOINTMENT

- (24) Matthew Hall, 2760 Laundry Worker, 38/E-85, Department of Public Health, Laguna Honda Hospital, 4/19/91.
- May 20, 1991: Over to the meeting of June 17, 1991 at the joint request of Department of Public Health and Local 250.

DISMISSAL OF PERMANENT APPOINTMENT (cont.)

- (24) Recommendation of the Department of Public Health:
(cont.)

No future employment in any position covered by the civil service system of the City and County of San Francisco.

- (25) Linda Saucedo, 330 Deputy Clerk, 38/CPE-1, San Francisco Municipal Court, 5/13/91.

Recommendation of the San Francisco Municipal Court:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the San Francisco Municipal Court.

EXAMINATION MATTERS (cont.)

- (26) Selection and adoption of numerical listing of alternative method for breaking tie scores, exclusive of uniform classifications, for Fiscal Year 1991-92. (File No. 3118-91)

Rec: Select and adopt random numbers for use as one method of breaking tie scores.

- (27) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 A.M. to 5 P.M. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.



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AGENDA

MEETING OF

JULY 1, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

JUN 28 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I 2 P.M.

CONSENT CALENDAR REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.

SEPARATIONS FROM THE SERVICE

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

Smoking prohibited during Civil Service Commission meetings.

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 1, 1991

PART I - 2 p.m.

ITEM NO

- (1) CONTINUANCES: PART I CALENDAR
- (2) MINUTES: REGULAR MEETING OF JUNE 17, 1991
- (3) ANNOUNCEMENTS
- (4) RESOLUTIONS OF COMMENDATION
- (A) Katherine M. Favetti, Senior Personnel Analyst, Civil Service Commission, for outstanding performance.
- Rec: Adopt.
- (B) Norma L. Gill, Certification Supervisor, Civil Service Commission, for outstanding performance.
- Rec: Adopt.
- (5) CONSENT CALENDAR (Items A through H)

All matters listed hereunder constitute a Consent Calendar, are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a member of the Commission so requests, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1097-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
1-91/92	Airport	NET Pacific, Inc.
2-91/92	Airport	Delta Environmental/ Sedgwick James

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
3-91/92	Controller	Melotech, Inc.
4-91/92	Controller	Boole and Babbage, Inc.
5-91/92	Fire	UC San Francisco
6-91/92	Fire	Wes Valentine
7-91/92	Police	Arthur Rose
8-91/92	Juvenile Probation	Various (Asian Youth Center; Bayview Hunters Point Foundation; Morrisania West; OM Pilgrim Community Center; Potrero Hill Neighborhood House)
9-91/92	Public Utilities Commission	S.F. Conservation Corps/California Conservation Corps
10-91/92	Public Utilities Commission	Planning Collaborative
11-91/92	Public Works	Forell/Elsesser Engineers
12-91/92	Public Works	Anthony Rattonetti-Consultant
13-91/92	Public Works	Protostar-Computer Technology, Inc.
14-91/92	Recreation and Park	Robert Hansen Golden Gate Park Band
15-91/92	Sheriff	Man Alive - Hamish Sinclair
16-91/92	Social Services	University of Califiornia/In-Home Support Services
17-91/92	Social Services	Diane Fritz

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1096-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Medical Examiner/ Coroner	5	AA01 Forensic Pathologist (Sch. 75.6 \$3653B4440)	Establish Class 2582 Forensic Pathologist (J,Z Sch. 75.6 \$3653B4440) Draft class specification as detailed in the staff report.
Public Health/SFGH	1	7347 Plumber (Sch. 60.4 \$1740B2115)	7203 Buildings and Grounds Maintenance Supervisor (Sch. 59.3 \$1650B2004)
	2	1426 Senior Clerk Typist (Sch. 47.3 \$929B1125)	Same
Public Health/CMHS	1	1424 Clerk Typist (Sch. 45.4 \$850B1027)	Same
	2	2930 Psychiatric Social Worker (Sch. 57.2 \$1491B1809)	Same
	1	2574 Clinical Psycholgist (Sch. 60.6 \$1756B2135)	Same
Public Utilities Commission	1	A053 General Claims Agent (J, \$2557B3108)	Establish Class 9161 General Claims Agent (J,Z Sch. 67.7 \$2483B3018) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2149-91)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Rosa Scott 9202 Airport Communications Operator	Airport	5	5
Shirley Li 1630 Account Clerk	Controller	4	4
Jehive Reverente 8214 Parking Control Officer	Parking and Traffic	3	3
Richard Lack 5177 Safety Officer	Airport	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Eilleen Hirst 8452 Criminal Justice Specialist II	Sheriff	3	3 6/30/92
Joseph Jung 2593 Health Program Coordinator III	Public Health	2	2 6/30/92
Myra Snyder A860 Associate Director of Health	Public Health	2	2 6/30/92
Martha Jimenez A067 Legislative Policy Analyst	Board of Supervisors	4	4 6/30/92
Caroline McCall A067 Legislative Policy Analyst	Board of Supervisors	2	2 6/30/92

Rec: Adopt staff report.

- (D) Requests for extension of appointment above the entrance rate for various employees. (File No. 2157-91)

Rec: Adopt staff report.

- (E) Clerical amendment to list P-132 for Class 9163 Transit Operator in order to conform with the terms of the examination announcement. (File No. 4695-91)

Rec: Adopt staff report.

- (F) Request to designate Class 6242 Plumbing Inspector as promotive for layoff purposes. (File No. 4753-91)

Rec: Adopt staff report; designate Class 6242 Plumbing Inspector as promotive for layoff purposes.

- (G) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4654-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (H) Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from April 1, 1991 to June 30, 1991. (File No. 4755-91)

Rec: Approve.

REGULAR CALENDAR

(6) General Manager's Report.

(7) Commissioners' New Business.

COMPENSATION MATTERS

(8) Recommendations about, Response to, and Analysis of the Board of Supervisors' Budget Analyst's Report on the Salary Standardization process. (File No. 2148-91)

Rec: Adopt staff report.

CLASSIFICATION MATTERS

(9) Establishment of one new classification in the Department of Public Works. (File No. 1047-91)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of the Department of Public Works.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of staff.

Rec: Adopt staff report.

1. Establish a new classification of 1845 Contract Administrator (J,Z Sch. 66.7 \$2365B2874). Draft class specification as detailed in the staff report.
2. Allocate one position budgeted in Class A888 Contract Administrator (J, SC \$2365B2874) to the new class.
3. Amend the Annual Salary Ordinance to reflect this action.

EXAMINATION MATTERS

- (10) Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.

June 3, 1991: Over to the meeting of June 17, 1991 at Ms. Miller's request.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Ms. Miller's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

- (11) Appeal of staff's denial of protest of the terms of the announcement for Class 5132 Manager, Bureau of Water Pollution Control, and Class 5134 Deputy Manager, Bureau of Water Pollution Control. (File No. 3108-91)

June 17, 1991: Over to the meeting of July 1, 1991 at Mr. Leonard's request.

Rec: Adopt staff report; deny appeal of Steven Leonard.

- (12) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

Rec: Deny appeal; sustain the decision of the Sheriff.

IN-SERVICE MATTERS

- (13) Appeal of the action of the General Manager, Personnel to approve the request by Mr. William Irwin to reinstate from a promotive probationary appointment in Class 1656 Head Accountant to an appointment in a former class of 1654 Principal Accountant.
(File No. 4752-91)

Rec: Deny appeal of Juan Ernie Braganza; sustain the action of the General Manager, Personnel.

- (14) Guidelines for Race and Ethnic Identification of Employees.
(File No. 4173-91)

March 4, 1991: Post for informational purposes; recalendar on March 18, 1991 for public comment and action.

March 18, 1991: Over to the meeting of April 1, 1991. The City Attorney is requested to advise the Commission as to the feasibility of implementing the proposal made in the staff report under Section III.1.B. (request of the City Attorney passed by Vote of 3 to 1: Commissioner Mickins dissents).

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the City Attorney's Office.

April 15, 1991: Over to the meeting of May 6, 1991 by Commission action.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Commissioner Munson.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Commissioner Munson.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Peter Roybal. On June 17, 1991 this matter will be continued to the meeting of July 1, 1991 at the request of Professor Alex Saragosa, University of California, Berkeley.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Professor Alex Saragosa, University of California, Berkeley.

Rec: Adopt guidelines.

IN-SERVICE MATTERS (cont.)

- (15) Compliance with writ of mandate in Loomis, et al. vs. Silverman, et al., Superior Court No. 811-096. Requests by former and current Class 2526 Ambulance Drivers and Class 2528 Medical Stewards for reinstatement and retroactive status grants to Class 7355 Truck Driver or Class 9163 Transit Operator, and back pay.
(File No. 4989-90)
- July 16, 1990: Over to the meeting of August 6, 1990 at the request of the appellants' attorney.
- August 6, 1990:
1. The Commission indicated that it was inclined toward adopting the staff report and accepting the staff recommendation but that it would take no action to adopt the staff report at this meeting.
 2. The Commission directed the staff to notify those individuals who received status grants as a result of its 1982 action of the date, time and place when it would further consider this matter and of its intended decision.
- August 6, 1990:
3. The Commission directed that this matter be rescheduled for its consideration at its meeting of Monday, September 17, 1990 at 2 P.M. in Room 282 City Hall.
 4. The Commission requested that the attorneys for the petitioners meet with the City Attorney before the September 17, 1990 meeting to explore what settlement options are open.
- September 17, 1990: Over to the meeting of October 1, 1990 at the request of David Clisham through the City Attorney's office.
- October 1, 1990: Over to the meeting of October 15, 1990 at the request of David Clisham through the City Attorney's Office.
- October 15, 1990: Over to the meeting of November 5, 1990 at the joint request of Attorney David Clisham and the City Attorney's Office.
- November 5, 1990: Over to the meeting of November 19, 1990 at the request of David Clisham through the City Attorney's Office.

IN-SERVICE MATTERS (cont.)

(15) November 19, 1990: Over to the meeting of December 3, 1990 at
(cont.) the joint request of the City Attorney's
Office and Attorney David Clisham.

December 3, 1990: Over to the meeting of January 7, 1991 at
the joint request of the City Attorney's
Office and Attorney David Clisham.

January 7, 1991: Over to the meeting of February 4, 1991 at
the joint request of the City Attorney's
Office and Attorney David Clisham.

February 4, 1991: Over to the meeting of March 4, 1991 at the
joint request of the City Attorney's Office
and Attorney David Clisham.

March 4, 1991: Over to the meeting of March 18, 1991 at
the request of the City Attorney.

March 18, 1991: Over to the meeting of April 1, 1991 at the
request of the City Attorney's Office due
to ongoing discussion between the City
Attorney's Office and Attorney David
Clisham.

April 1, 1991: Over to the meeting of April 15, 1991 at
the request of the City Attorney's Office
due to ongoing discussion between the City
Attorney's Office and Attorney David
Clisham.

April 15, 1991: Over to the meeting of May 6, 1991 at the
request of Attorney David Clisham.

May 6, 1991: Over to the meeting of May 20, 1991 at the
request of Attorney David Clisham.

May 20, 1991: Over to the meeting of June 3, 1991 at the
joint request of the City Attorney's Office
and Attorney David Clisham.

June 3, 1991: Over to the meeting of June 17, 1991 at the
joint request of the City Attorney's Office
and Attorney David Clisham.

June 17, 1991: Over to the meeting of July 1, 1991 by
joint request of the City Attorney's Office
and Attorney David Clisham.

Rec: Deny requests for reinstatement and retroactive status grants,
back pay and other relief. Void permanent civil service
status of all employees receiving status grants as a result of
the Commission's previous decision in 1982.

(16)

SPECIAL ORDER OF BUSINESS AT 4:30 p.m.

Hearing on Personnel Management Concerns Related to Civil Service Commission Rules, Policies, and Procedures.

- examinations, including applications, protests and appeals;
- eligible lists;
- certification of eligibles;
- appointments.

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

N O T I C E

At approximately 3 p.m., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(17) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (18) Bobby Gardner, 2903 Eligibility Worker, 54/CPE-21, Department of Social Services, Medi-Cal Program, 4/30/91.

May 20, 1991: Over to the meeting of June 17, 1991 at the request of Local 535.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 535.

Rec: Off calendar at Mr. Gardner's request. Request for hearing withdrawn.

- (19) John C. Chapple, 9139 Transit Supervisor, 29/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 5/25/91.

Recommendation of the Public Utilities Commission:

Approve. Reinstate to position to his former class of 9163 Transit Operator with the approval of the General Manager, Personnel after submission of evidence of satisfactory progress in a recognized rehabilitation program.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT OF DISABILITY TRANSFEREE

- (20) Leola Roberson, 1630 Account Clerk, 1/E-10, Department of Public Health, Laguna Honda Hospital, 5/17/91.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. No future employment with the City and County of San Francisco.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (21) Roger Xavier, 2920 Medical Social Worker, 29/E-9, Department of Public Health, Laguna Honda Hospital, 4/5/91.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 790.

May 20, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

Rec: Off calendar at the request of the Department of Public Health.

- (22) Almarie McMillian, 1426 Senior Clerk Typist, 9/CPE-212, Department of Electricity and Telecommunications, 4/29/91.

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Ms. McMillian's attorney.

May 20, 1991: Over to the meeting of June 3, 1991 at the request of Ms. McMillian's attorney.

June 3, 1991: Over to the meeting of June 17, 1991 due to the department's non-appearance (First item of Part II calendar).

June 17, 1991: Over to the meeting of July 1, 1991 at the joint request of the Department of Electricity and Telecommunications and Ms. McMillian.

Recommendation of the Department of Electricity and Telecommunications:

Return name to the eligible list from which appointed to this position (Class 1426 Senior Clerk Typist). Not to be employed again by the Department of Electricity and Telecommunications.

- (23) Berrick M. Harvey, 1446 Secretary II, 10/CPE-020, Department of Public Works, Bureau of Construction Management, 5/24/91.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

Recommendation of the Department of Public Works:

Not to be employed again by the Department of Public Works.

DISMISSAL OF PERMANENT APPOINTMENT

- (24) Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91.

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

May 6, 1991: Over to the meeting of July 1, 1991 at the request of Mr. Ribero's attorney.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(25) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individual requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T

In memory of Leslie Ann Donovan, daughter of Civil Service Commissioner Cleo Donovan.



July 10, 1991

NOTICE

DOCUMENTS DEPT.

JUL 15 1991

SAN FRANCISCO
PUBLIC LIBRARY

The Civil Service Commission will hold a hearing to consider concerns and complaints by applicants and other individuals on the application of merit system procedures at its meeting of July 15, 1991 at 2 p.m. in Room 282 City Hall.

CIVIL SERVICE COMMISSION

A handwritten signature in cursive script, reading "Albert C. Walker".

Albert C. Walker
Assistant Secretary

ACW/vl

**AGENDA****MEETING OF**

JULY 15, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

JUL 12 1991

SAN FRANCISCO
PUBLIC LIBRARY**ORDER OF BUSINESS****PART I 2 P.M.****CONSENT CALENDAR
REGULAR CALENDAR**

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3 P.M.**SEPARATIONS FROM THE SERVICE**

GRANT S. MICKINS, PRESIDENT
 CLEO DONOVAN, VICE PRESIDENT
 A. LEE MUNSON, COMMISSIONER
 JUAN RIOS, COMMISSIONER
 EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
 ALBERT C. WALKER, ASSISTANT SECRETARY

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CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - JULY 15, 1991

PART I - 2 p.m.

ITEM NO

(1) CONTINUANCES: PART I CALENDAR

(2) MINUTES: REGULAR MEETING OF JULY 1, 1991

(3) ANNOUNCEMENTS

(4) CONSENT CALENDAR (Items A - I)

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1104-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
18-91/92	CAO	Sasaki Associates, Inc.
19-91/92	Mayor	S.F. Host Committee
20-91/92	Mayor	Hellan Roth Dowden
21-91/92	Mayor	Manatos & Manatos
22-91/92	Mayor	United States Escrow, Inc.
23-91/92	Mayor	Real Alternatives Program
24-91/92	Mayor	Operation Contact
25-91/92	Mayor	Catholic Charities-Mission District

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
26-91/92	Mayor	Morrisania West
27-91/92	Mayor	S.F. Educational Services
28-91/92	Mayor	Legal Services for Children
29-91/92	Mayor	Chinatown Youth Services
30-91/92	Mayor	Central City Hospitality House
31-91/92	Mayor	Catholic Charities-Sunset Office
32-91/92	Mayor	Young Community Developers, Inc.
33-91/92	Public Health	Black Coalition on AIDS
34-91/92	Public Health	Bayview Hunter's Point Foundation
35-91/92	Public Health	Asian American Health Forum
36-91/92	Public Health	AIDS Benefits Counselors
37-91/92	Public Health	California Prostitute Education Project (CAL-PEP)
38-91/92	Public Health	Coming Home Support Services
39-91/92	Public Health	Community United Against Violence
40-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
41-91/92	Public Health	Ene Advertising
42-91/92	Public Health	Genesis Church and Ecumenical Center (Genesis)

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
43-91/92	Public Health	The Glide Foundation
44-91/92	Public Health	Mission Neighborhood Health Center
45-91/92	Public Health	National Association of Black & White Men Together/BAHSES
46-91/92	Public Health	Planned Parenthood of Alameda and San Francisco (PHREDA PROJECT)
47-91/92	Public Health	Polaris Research and Development
48-91/92	Public Health	PPMC-Pacific Mental Health Services/Operation Concern
49-91/92	Public Health	Visiting Nurses and Hospice of S.F./Pacific Presbyterian Medical Center
50-91/92	Public Health	Project Open Hand
51-91/92	Public Health	S.F. AIDS Foundation
52-91/92	Public Health	The Shanti Project
53-91/92	Public Health	Women's Institute for Mental Health
54-91/92	Public Health	James M. Montgomery Consulting Engineers, Inc. (JMM)
55-91/92	Public Utilities Commission	R.C. Research
56-91/92	Public Utilities Commission	Energy Management Services
57-91/92	Public Works	Stone & Webster Engineering Corp.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
58-91/92	Public Works	Susan McCormick
59-91/92	Real Estate	Martorana-Bohegian & Company
60-91/92	Mayor	Catholic Charities-Status Offender Supervision

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (B) Classification of one position in the San Francisco Unified School District. (File No. 1103-91)

Rec: Adopt staff report. Allocate one position to recommended class of 7206 Asbestos Abatement Worker III at \$22.31 per hour. Draft class specification as detailed in the staff report.

- (C) Amendment of class specification for Class 8206 Institutional Police Captain and Class 8209 Institutional Police Lieutenant. (File No. 1079-91)

Rec: Adopt staff report. Amend the class specification for Classes 8206 Institutional Police Captain (Sch. 59.0 \$1626-1975 B/W) and 8209 Institutional Police Lieutenant (Sch. 57.0 \$1477-1791 B/W). Amended class specifications as detailed in the staff report.

- (D) Requests for appointment above the entrance rate for various employees. (File No. 2191-91)

A. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Donald Alameida 5265 Architectural Associate I	Public Works	4	4

(D)(cont.)

A. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Anthony Irons 5265 Architectural Associate I	Public Works	4	4
Virendra Jain 5266 Architectural Associate II	Public Works	2	2
Johnny B. Quan 5234 Junior Electrical Engineer	SFUSD	5	5
Deborah Walters 1424 Clerk Typist	CAO	5	5
Peter Praetz 1675 Supervising Fiscal Officer	Public Health	5	5

B. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Janice Darby A889 Financial Specialist I	Public Works	5	5 6/30/92
Maureen MacArt A920 Charge Order Specialist	Public Works	5	5 6/30/92
Mauricio Trigueros A890 Financial Specialist II	Public Works	4	4 6/30/92

Rec: Adopt staff report.

- (E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2196-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (F) Request for continuation of temporary exempt status for Class P-103 Special Duty (per diem) Nurse. (File No. 4830-91)

Rec: Adopt staff report; authorize the Department of Public Health to make exempt appointments in Class P-103 Special Duty Nurse for Fiscal Year 1991-92.

- (G) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4821-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (H) Request for authorization to correct civil service seniority rosters to eliminate computer sorting inaccuracies. (File No. 4829-91)

Rec: Adopt staff report; authorize the General Manager, Personnel to correct civil service seniority rosters to eliminate computer sorting inaccuracies as detailed in the staff report; the General Manager, Personnel to consult with the recognized employee organization prior to effecting any changes in seniority of persons in represented classes.

- (I) Request to designate Class 3610 Library Assistant and Class 5269 School Architectural Coordinator as promotive for layoff purposes. (File No. 4840-91)

Rec: Adopt staff report; designate Class 3610 Library Assistant and Class 5269 School Architectural Coordinator as promotive for layoff purposes.

REGULAR CALENDAR

(5) General Manager's Report.

(6) Commissioners' New Business.

EXAMINATION MATTERS

(7) SPECIAL ORDER OF BUSINESS: First Item After 2:30 p.m.

Appeal of background rejection for Class Q2 Police Officer by Lys C. Miller. (File No. 3038-91)

March 18, 1991: Over to the meeting of April 1, 1991 at Ms. Miller's request.

April 1, 1991: Over to the meeting of April 15, 1991 at the request of the San Francisco Police Department.

April 15, 1991: Over to the meeting of May 6, 1991 at Ms. Miller's request.

May 6, 1991: Over to the meeting of June 3, 1991 at Ms. Miller's request.

June 3, 1991: Over to the meeting of June 17, 1991 at Ms. Miller's request.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Ms. Miller's attorney.

July 1, 1991: Over to the meeting of July 15, 1991 (Special Order of Business: First Item After 2:30 p.m.).

Rec: Deny appeal; sustain the decision of the Chief of Police.

(8) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

EXAMINATION MATTERS (cont.)

- (8)
(cont.) June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.
- June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
- Rec: Deny appeal; sustain the decision of the Chief of Police.

- (9) Appeal of background rejection for Class Q2 Police Officer by Daniel T. Gee. (File No. 3119-91)
- June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.
- Rec: Deny appeal; sustain the decision of the Chief of Police.

- (10) Appeal of staff's denial of protest of the terms of the announcement for Class 5132 Manager, Bureau of Water Pollution Control, and Class 5134 Deputy Manager, Bureau of Water Pollution Control. (File No. 3108-91)
- June 17, 1991: Over to the meeting of July 1, 1991 at Mr. Leonard's request.
- July 1, 1991: Over to the meeting of July 15, 1991 at the joint request of Mr. Leonard and staff.
- Rec: Adopt staff report; deny appeal of Steven Leonard.

COMPENSATION MATTERS

- (11) Survey of monthly rates paid to Police Officers and Firefighters in all cities of 350,000 population or over in State of California. (File No. 2195-91)
- Rec: Adopt staff report; transmit rates to the Mayor's Employee Relations Division and to the Retirement System in accordance with Charter Section 8.590.

IN-SERVICE MATTERS

- (12) Appeal of staff determination of untimely filing of discrimination complaint. (File No. 4801-91)

Rec: Adopt staff report; deny appeal of Joyce A. Word.

- (13) Hearing to consider concerns and complaints by applicants and other individuals on the application of merit system procedures. (Commissioner Munson) (File No. 4831-91)

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

NOTICE

At approximately 3 p.m., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(14) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) SPECIAL ORDER OF BUSINESS: First Item After 3:30 p.m.

Berrick M. Harvey, 1446 Secretary II, 10/CPE-020, Department of Public Works, Bureau of Construction Management, 5/24/91.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

July 1, 1991: Over to the meeting of July 15, 1991 at the request of Local 790.

Recommendation of the Department of Public Works:

Not to be employed again by the Department of Public Works.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

(16) Carlos Ferreira, 6231 Senior Street Inspector, 5/CPE-3, Department of Public Works, Bureau of Engineering, 5/20/91.

July 1, 1991: Over to the meeting of July 15, 1991 at the request of Local 21.

Recommendation of the Department of Public Works:

Approve. Reinstate to a position in the class from which promoted (Class 6230 Street Inspector).

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT (cont.)

- (17) Winchell T. Hayward, 5242 Senior Electrical Engineer, 1/CPE-8, Public Utilities Commission, Utilities Engineering Bureau, 7/10/91.

Recommendation of the Public Utilities Commission:

Approve. Reinstate to a position in the class from which promoted (Class 5240 Electrical Engineer, Public Utilities Commission, Utilities Engineering Bureau).

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT OF DISABILITY TRANSFEREE

- (18) Leola Roberson, 1630 Account Clerk, 1/E-10, Department of Public Health, Laguna Honda Hospital, 5/17/91.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of Local 790.

July 1, 1991: Over to the meeting of July 15, 1991 at the request of Local 790.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. No future employment with the City and County of San Francisco.

TERMINATION OF TEMPORARY APPOINTMENT

- (19) Sandra Brown, 9163 Transit Operator, 49/E-124, Public Utilities Commission, San Francisco Municipal Railway, 4/30/91.

May 20, 1991: Over to the meeting of June 3, 1991 at Ms. Brown's request.

June 3, 1991: Over to the meeting of June 17, 1991 at request of Transport Workers Union.

June 17, 1991: Over to the meeting of July 15, 1991 at the request of the Transport Workers Union.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

RESIGNATION - SERVICE UNSATISFACTORY

- (20) Johnnie Foster, 7410 Automotive Service Worker, 13/E-8, Public Utilities Commission, San Francisco Municipal Railway, 5/1/91.

Recommendation of the Public Utilities Commission:

Accept the resignation as certified. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (21) Anthony C. Riley, 7379 Electrical Transit Mechanic, 27/CPE-16, Public Utilities Commission, San Francisco Municipal Railway, 5/28/91.

Rec: Over to the meeting of August 5, 1991 at the request of the Public Utilities Commission.

- (22) Charles Rosas, III, 7430 Assistant Electronics Maintenance Technician, 5/E-4, Public Utilities Commission, San Francisco Municipal Railway, 6/15/91.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

- (23) Barry P. Nelson, 8440 Adult Probation Officer, 34/E-3, Adult Probation Department, Investigation Division, 5/28/91.

Rec: Over to the meeting of August 19, 1991 at the request of Mr. Nelson's attorney.

(24)

INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

A D J O U R N M E N T



SF
C65
#4
8/5/91

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

AGENDA

MEETING OF

AUGUST 5, 1991

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

AUG 2 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I 2:00 p.m.

CONSENT CALENDAR REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3:00 p.m.

SEPARATIONS FROM THE SERVICE

Notice

Smoking prohibited during Civil Service Commission meetings.

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 5, 1991

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER AND ANNOUNCEMENT OF CHANGES TO PART I CALENDAR.

(2) MINUTES.

(A) REGULAR MEETING OF JULY 15, 1991.

(B) SPECIAL MEETING OF JULY 25, 1991.

(3) ANNOUNCEMENTS.

(A) EXECUTIVE SESSION OF JULY 25, 1991.

(B) OTHER ANNOUNCEMENTS.

(4) CONSENT CALENDAR. (Items A through K)

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of request for approval of proposed personal services contract from Department of Public Health with Short-Doyle Funding. (File No. 1109-91)

NUMBER

DEPARTMENT

CONTRACTOR

61/91/92

Public Health

Community Crisis
Services of S.F.

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Review of requests for approval of proposed personal services contracts. (File No. 1110-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
62-91/92	Airport	ReadiCare Medical Group, Inc.
63-91/92	Animal Care and Control	The Wildlife Center
64-91/92	Animal Care and Control	S.F. SPCA Hospital
65-91/92	Animal Care and Control	Pets Unlimited
66-91/92	Animal Care and Control	Mission Pet Hospital
67-91/92	Animal Care and Control	All Animals Emergency
68-91/92	CAO	Kim Fowler
69-91/92	City Planning	County of Santa Cruz
70-91/92	COSW	Nihonmachi Legal Outreach
71-91/92	COSW	Donaldina Cameron House
72-91/92	District Attorney	Santa Clara County
73-91/92	District Attorney	Nancy Franco
74-91/92	Fine Arts Musuems	Edward Larrabee Barnes/John M.Y. Lee and Partners
75-91/92	Health Service System	Rael and Letson
76-91/92	Health Service System	Health Care Evaluation Inc.
77-91/92	Health Service System	Blue Cross of California
78-91/92	Mayor	Calvin Louie, CPA
79-91/92	Police	PSW3, Inc.

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
80-91/92	Public Health	University of California, S.F., AIDS Health Project
81-91/92	Public Health	University of California, S.F., AIDS Health Project
82-91/92	Public Health	S.F. AIDS Foundation
83-91/92	Public Health	Planned Parenthood of Alameda and San Francisco (PHREDA PROJECT)
84-91/92	Public Health	Haight Ashbury Free Medical Clinic
85-91/92	Public Health	The Glide Foundation
86-91/92	Public Health	Filipino Task Force on AIDS
87-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
88-91/92	Public Health	Bayview Hunter's Point Foundation
89-91/92	Public Health	Bayview Hunter's Point Foundation
90-91/92	Public Health	AIDS Indigent Direct Services
91-91/92	Public Utilities Commission	Kim Weller Design
92-91/92	Public Works	Lotepro Corporation
93-91/92	Public Works	Prudential Security Service
94-91/92	Public Works	S.F. Community College District
95-91/92	Recreation and Park	The Duffey Company
96-91/92	Retirement System	Reviewco

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
97-91/92	Retirement System	The Townsend Group
98-91/92	Retirement System	Bankers Trust Company
99-91/92	Retirement System	Callan & Associates
100-91/92	Retirement System	Gifford Fong & Associates
101-91/92	Retirement System	Lewis, Bailey Associates, Inc.
102-91/92	Retirement System	Oeschle International Advisors
103-91/92	Retirement System	Nicholas-Applegate Capital Management
104-91/92	Retirement System	McCullogh, Andrews & Cappiello, Inc.
105-91/92	Retirement System	MacKay Shields Financial Corp.
106-91/92	Retirement System	Hanson Investment Management Company
107-91/92	Retirement System	Capital Guardian Trust Company
108-91/92	Retirement System	Brinson Partners, Inc.
109-91/92	Retirement System	Axe Core Investors
110-91/92	Retirement System	Warburg Investment Management International
111-91/92	Retirement System	TCW Asset Management Company
112-91/92	Retirement System	Scudder, Stevens & Clark
113-91/92	Retirement System	RCM Capital Management
114-91/92	Retirement System	Alexander & Alexander
115-91/92	Sheriff	San Mateo County School Service Fund

(B)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
116-91/92	Superior Court	S.F. Youth Courts, Inc.
117-91/92	Superior Court	S.F. Bar Association Volunteer Legal Services Program

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser

(C) Classification of positions in various City departments.
(File No. 1111-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Recorder	1	9761 Assistant to CAO II (\$1443B1443)	8109 Document Examining Supervisor (Sch. 53.3 \$1237B1499)
Port	1	9398 Port Planning Manager (Sch. 65.6 \$2242B2726)	Retitle and Amend the class specification for Class 9398 Port Planning Manager to Class 9398 Manager, Regulatory and Environmental Affairs.

Rec: Adopt staff report.

(D) Requests for appointment above the entrance rate for various employees. (File No. 2212-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Andrew Clark 8176 Trial Attorney	District Attorney	5	5

(D)(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Karen Konigsberg 8174 Attorney, Civil and Criminal	City Attorney	5	5
Robert Ryder 5209 Industrial Engineer	Public Utilities Commission	3	3
Robert Wood 8165 Worker's Compensation Supervisor I	Retirement System	4	4

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Margret Donahue 1844 Senior Management Assistant	Social Services	5	5 6/30/92
Richard Ellebrecht 1664 Patient Account Manager	Public Health	3	3 6/30/92
Donna Potts A118 Safety Engineer	Public Health	5	5 6/30/92

Rec: Adopt staff report.

(E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2213-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (F) Request to designate Class 7428 Hod Carrier as promotive for layoff purposes. (File No. 4961-91)

Rec: Adopt staff report; designate Class 7428 Hod Carrier as promotive for layoff purposes.

- (G) Request to designate Class 7307 Bricklayer as promotive for layoff purposes. (File No. 4962-91)

Rec: Adopt staff report; designate Class 7307 Bricklayer as promotive for layoff purposes.

- (H) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 4963-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (I) Review of career incentive premium for certain Deputy Sheriff classifications. (File No. 2229-91)

Rec: Adopt staff report; approve career incentive premium as being consistent with past contractual practices and current provisions of the Salary Standardization Ordinance and Memoranda of Understanding.

- (J) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

Rec: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

(K) Appeal of background rejection for Class H2 Firefighter by Eligio M. Castillo. (File No. 3555-91)

Rec: Over to the meeting of September 16, 1991 at the request of Mr. Castillo's attorney.

REGULAR CALENDAR

(5) GENERAL MANAGER'S REPORT.

(6) COMMISSIONERS' NEW BUSINESS.

(A) From Commissioner Emi R. Uyehara:

Proposed amendments to Civil Service Commission Rule 5,
Section 5.12 - Matters to be Heard by the Commission; and,
Section 5.13 - Order of Presentation.

(B) Other Business.

COMPENSATION MATTERS

- (7) Certification of wage schedules for Transit Operators pursuant to
Section 8.404 of the Charter for Fiscal Year 1991-92.
(File No. 2215-91)

Rec: Adopt staff report; certify wage schedules; forward to the
Board of Supervisors.

EXAMINATION MATTERS

- (8) Appeal of background rejection for Class Q2 Police Officer by
Richard R. Madsen. (File No. 3175-91)

Rec: Deny appeal; sustain the decision of the Chief of Police.

- (9) Appeal of background rejection for Class H2 Firefighter by
Reginald A. Grant. (File No. 3181-91)

Rec: Deny appeal; sustain the decision of the Chief of Fire.

- (10) Appeal of background rejection for Class H2 Firefighter by
Mark A. Bosia. (File No. 3182-91)

Rec: Deny appeal; sustain the decision of the Chief of Fire.

EXAMINATION MATTERS (cont.)

- (11) Appeal of background rejection for Class H2 Firefighter by Kathryn M. Stasiak. (File No. 3558-91)

Rec: Deny appeal; sustain the decision of the Chief of Fire.

- (12) Appeal of background rejection for Class H2 Firefighter by Todd L. Matthews. (File No. 3180-91)

Rec: Deny appeal; sustain the decision of the Chief of Fire.

- (13) Appeal of background rejection for Class H2 Firefighter by Gregory C. Cacharelis. (File No. 3556-91)

Rec: Deny appeal; sustain the decision of the Chief of Fire.

- (14) Appeal of background rejection for Class H2 Firefighter by Paul S. McRoberts. (File No. 3560-91)

Rec: Deny appeal; sustain the decision of the Chief of Fire.

- (15) Appeal of staff determination of untimely filing of appeal of H2 Firefighter background disqualification by Mark A. Hopkins. (File No. 3584-91)

Rec: Adopt staff report; deny appeal of Mark A. Hopkins.

- (16) SPECIAL ORDER OF BUSINESS AT 4:30 p.m.

HEARING ON PERSONNEL MANAGEMENT CONCERNS RELATED TO CIVIL SERVICE COMMISSION RULES, POLICIES, AND PROCEDURES.

- discipline;
- disciplinary separations, i.e., terminations, dismissal, automatic resignation;
- non-disciplinary separations, i.e., layoff, resignation;
- Civil Service Commission separation hearings and procedures.

REGULAR MEETING - AUGUST 5, 1991

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(17) ROLL CALL AND CONTINUANCES: PART II CALENDAR

At approximately 3 p.m., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

TERMINATION OF PROMOTIVE PROBATIONARY APPOINTMENT

- (18) John C. Chapple, 9139 Transit Supervisor, 29/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 5/25/91.

July 1, 1991: Over to the meeting of August 5, 1991 at the joint request of Mr. Chapple and the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Approve. Reinstate to a position in the former class of 9163 Transit Operator with the approval of the General Manager, Personnel after submission of evidence of satisfactory progress in a recognized rehabilitation program.

- (19) Winchell T. Hayward, 5242 Senior Electrical Engineer, 1/CPE-8, Public Utilities Commission, Utilities Engineering Bureau, 7/10/91.

July 15, 1991: Over to the meeting of August 5, 1991 at the request of Local 21.

Recommendation of the Public Utilities Commission:

Approve. Reinstate to a position in the class from which promoted in Class 5240 Electrical Engineer.

APPEAL OF AUTOMATIC RESIGNATION

- (20) Alan Kutchinsky, 2494 Staff Radiologic Technician, 28/P-1, Department of Public Health, San Francisco General Hospital Medical Center, 6/25/91.

Recommendation of the Department of Public Health:

Approve. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (21) Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91.

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

May 6, 1991: Over to the meeting of July 1, 1991 at the request of Mr. Ribero's attorney.

July 1, 1991: Over to the meeting of August 5, 1991 at the request of the Public Utilities Commission.

Rec: Over to the meeting of September 16, 1991 at the request of Mr. Ribero's attorney.

- (22) Rudolfo Domingo, 2780 Laundry Supervisor, 6/CPE-2, Department of Public Health, Laguna Honda Hospital, 6/25/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE (cont.)

- (23) Anthony C. Riley, 7379 Electrical Transit Mechanic, 27/CPE-16, Public Utilities Commission, San Francisco Municipal Railway, 5/28/91.

July 15, 1991: Over to the meeting of August 5, 1991 at the request of the Public Utilities Commission.

Recommendation of the Public Utilities Commission:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

(24) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(25) ADJOURNMENT



CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

DOCUMENTS DEPT.

AGENDA

MEETING OF

AUGUST 19, 1991

ROOM 282, SECOND FLOOR, CITY HALL

AUG 16 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

PART I 2:00 p.m.

CONSENT CALENDAR REGULAR CALENDAR

- CLASSIFICATION MATTERS
- COMPENSATION MATTERS
- EXAMINATION MATTERS
- IN-SERVICE MATTERS

PART II 3:00 p.m.

SEPARATIONS FROM THE SERVICE

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Smoking prohibited during Civil Service Commission meetings.

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

Requests to hear items out of order, for continuances, and for private hearings are to be directed to the Chair at the beginning of each Part of the Calendar. The Chair will rule on each request. If legally permissible and the Chair grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the Chair will determine the order in which the sessions will be heard.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 19, 1991

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER AND ANNOUNCEMENT OF CHANGES TO PART I CALENDAR.

(2) MINUTES.

REGULAR MEETING OF AUGUST 5, 1991.

(3) ANNOUNCEMENTS.

(4) Resolution of Commendation for Keith Bunch, Senior Departmental Personnel Officer, Public Utilities Commission, upon his retirement.
(File No. 6028-91)

Rec: Adopt.

(5) Resolution of Commendation for Diana Buchbinder, Departmental Personnel Officer, Public Utilities Commission, upon her resignation.
(File No. 6029-91)

Rec: Adopt.

(6) C O N S E N T C A L E N D A R

ITEMS A THROUGH O

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1116-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
118-91/92	Arts Commission	Barbara Stauffacher Solomon, Vito Acconci and Stanley Saitowitz
119-91/92	S.F. Community College District	Peter Detrick, Detrick Consulting
120-91/92	Human Rights Commission	S.F. Intergroup Clearinghouse, Inc.
121-91/92	Police	Boole & Babbage, Inc.
122-91/92	Public Health	Starcare International, Inc.
123-91/92	Public Health	Medicus Systems Corporation
124-91/92	Public Health	International Institute
125-91/92	Public Health	DSA Medical Services, Inc.
126-91/92	Public Health	St. Mary's Hospital & Medical Center
127-91/92	Public Utilities Commission	Frye Claims Consultation and Administration
128-91/92	Public Works	Woodward-Clyde Consultants
129-91/92	Social Services	Manor Investment Co., Inc., DBA: C&C Check Cashing Co.
130-91/92	Social Services	S.F. Child Abuse Council
131-91/92	Social Services	Catholic Youth Organization/Charila Foundation
132-91/92	Social Services	Family Service Agency of S.F.

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
133-91/92	Social Services	UC California, Infant-Parent Program
134-91/92	Social Services	Regents of the University of California: Fragile Infant
135-91/92	Superior Court	Kid's Turn
136-91/92	Controller	Berkeley Software, Inc.
137-91/92	Controller	Minority Business Enterprise
138-91/92	Public Utilities Commission	Corrosion Engineering and Research Co. (CERCO)
139-91/92	Public Health	Fil Beza

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1111-91)

August 5, 1991: Over to the meeting of August 19, 1991 at the request of Local 21.

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Port	1	9398 Port Planning Manager (Sch. 65.6 \$2242B2726)	Retitle and Amend the class specification for Class 9398 Port Planning Manager to Class 9398 Manager, Regulatory and Environmental Affairs.

Rec: Adopt staff report.

- (C) Requests for appointment above the entrance rate for various employees. (File No. 2237-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Francis Palumbo 5228 Assistant Traffic Engineer	Parking & Traffic	4	4
Michael Ferenc 2582 Forensic Pathologist	Medical Examiner	3	3
Margaret Greenwald 2582 Forensic Pathologist	Medical Examiner	3	3

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Mark Jurosek 3338 Assistant Zoo Director, Operations and Maintenance	Recreation and Park	5	5 6/30/92
James Buick A122 Executive Director, Multi- Service Centers	Social Service	5	5 6/30/92
Nancy M. Conway 8162 Rent Board Hearing Officer	Rent Board	2	2 6/30/92
Mauricio Trigueros A890 Financial Specialist II	Public Works	5	5 6/30/92

Rec: Adopt staff report.

- (D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2241-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (E) Proposed amendments to Civil Service Commission Rule 5, by amending and retitling Section 5.13 - Order of Presentation; and, by adding Section 5.16 - Submission of Written Material. (File No. 6047-91)

August 5, 1991: Post for adoption at the meeting of August 19, 1991.

Rec: Adopt.

- (F) Request to designate Class 3616 Library Technical Assistant I as promotive for layoff purposes. (File No. 6030-91)

Rec: Adopt staff report; designate Class 3616 Library Technical Assistant I as promotive for layoff purposes.

- (G) Proposed Charter amendment (Third Draft) granting status rights to employees in Class 8222 Housing Authority Police Officer to Class Q2 Police Officer. (File No. 1117-91)

Rec: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment (Board of Supervisors File No. 190-91-1).

- (H) Proposed Charter amendment (Fourth Draft) to add Charter Section 8.409 to provide for collective bargaining and arbitration of employment disputes. (File No. 2240-91)

Rec: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment (Board of Supervisors File No. 229-91-1).

- (I) Proposed Charter amendment (Third Draft) amending Section 8.329 - Certification of Eligibles. (File No. 6044-91)

Rec: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment as amended (Board of Supervisors File No. 220-91-1).

- (J) Proposed Charter amendment (Fourth Draft) amending Section 8.341 relating to the Removal or Discharge of Permanent Employees. (File No. 6046-91)
- Rec: Adopt staff report; notify the Board of Supervisors that the Civil Service Commission endorses this proposed Charter amendment (Board of Supervisors File No. 223-91-1).
- (K) Request to amend Exhibit A of Policy on Review of Criminal History Records. (File No. 6032-91)
- Rec: Over to the meeting of September 16, 1991 at the request of Local 790.
- (L) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6037-91)
- Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.
- (M) Report in accordance with San Francisco Administrative Code Section 16.9-25 (d), Ordinance Prohibiting Sexual Harassment of City Employees. (File No. 4970-91)
- Rec: Adopt staff report; forward to the Board of Supervisors, the Mayor, the Human Rights Commission and the Commission on the Status of Women.
- (N) Review of premium for Class 7410 Automotive Service Worker. (File No. 2248-91)
- Rec: Adopt staff report.

(O) Establishment of one new classification in the Department of Public Works. (File No. 1047-91)

May 6, 1991: Over to the meeting of May 20, 1991 at the request of Local 21.

May 20, 1991: Over to the meeting of June 3, 1991 by Commission action.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of the Department of Public Works.

June 17, 1991: Over to the meeting of July 1, 1991 at the request of staff.

July 1, 1991: Over to the meeting of August 19, 1991 by Commission action. Staff to report back to the Commission at this meeting after investigating other public entities as to the utilization of contract compliance/ administration classes and after exploring the possibilities of expanding the scope of duties and responsibilities of the contract compliance series.

Rec: Off calendar at the request of the Department of Public Works.

REGULAR CALENDAR

(7) GENERAL MANAGER'S REPORT.

(8) COMMISSIONERS' NEW BUSINESS.

COMPENSATION MATTERS

(9) Actuarial Study related to the Transit Operators Trust Fund established by Charter Section 8.404 for Fiscal Year 1991-92. (File No. 2245-91)

Rec: Transmit Actuarial Study to the Board of Supervisors; the General Manager, Public Utilities Commission; Employee Relations Division, Mayor's Office; and to representatives of the Transport Workers Union; for review and meet and confer considerations.

IN-SERVICE MATTERS

(10) Request for hearing from Andrew Conway regarding future employability following separation from his non-civil service appointment. (File No. 4947-91)

Rec: Deny appeal; sustain the action of the General Manager, Personnel.

(11) Appeal of the decision of the General Manager, Personnel by Jacqueline Deutsch to allow Om Dhawan to reinstate to a position in Class 1458 Legal Secretary I at the Public Administrator/Public Guardian. (File No. 6051-91)

Rec: Deny the appeal of Ms. Jacqueline Deutsch; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

- (12) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

Rec: Deny appeal; sustain the decision of the Chief of Police.

- (13) Appeal of background rejection for Class Q2 Police Officer by Roberta D. Friedman. (File No. 3191-91)

Rec: Deny appeal; sustain the decision of the Chief of Police.

- (14) Appeal of background rejection for Class H2 Firefighter by Reginald A. Grant. (File No. 3181-91)

August 5, 1991: Over to the meeting of August 19, 1991 at Mr. Grant's request.

Rec: Adopt staff report; deny appeal of Reginald A. Grant.

- (15) Appeal of background rejection for Class H2 Firefighter by Mark A. Bosia. (File No. 3182-91)

August 5, 1991: Over to the meeting of August 19, 1991 at Mr. Bosia's request.

Rec: Adopt staff report; deny appeal of Mark A. Bosia.

EXAMINATION MATTERS (cont.)

- (16) Appeal of background rejection for Class H2 Firefighter by Kathryn M. Stasiak. (File No. 3558-91)

August 5, 1991: Over to the meeting of August 19, 1991 at Ms. Stasiak's request.

Rec: Adopt staff report; deny appeal of Kathryn M. Stasiak.

- (17) Appeal of background rejection for Class H2 Firefighter by Todd L. Matthews. (File No. 3180-91)

August 5, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Matthew's attorney.

Rec: Adopt staff report; deny appeal of Todd L. Matthews.

- (18) Appeal of background rejection for Class H2 Firefighter by Gregory C. Cacharelis. (File No. 3556-91)

August 5, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Cacharelis' attorney.

Rec: Adopt staff report; deny appeal of Gregory C. Cacharelis.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - AUGUST 19, 1991

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

NOTICE

At approximately 3 p.m., a roll call will be made of the names of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce continuances during the roll call.

(19) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

RESIGNATION - SERVICES UNSATISFACTORY

(20) Alan Pedreira, 2905 Senior Eligibility Worker, 93/CPE-9, Department of Social Services, 7/10/91.

Recommendation of the Department of Social Services:

Accept the resignation as certified. No future employment in Classes 2903 Eligibility Worker or 2905 Senior Eligibility Worker. Not to be employed again by the Department of Social Services.

DISMISSAL OF PERMANENT EMPLOYEE

(21) Barry P. Nelson, 8440 Adult Probation Officer, 34/E-3, Adult Probation Department, Investigation Division, 5/28/91.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Nelson's attorney.

Recommendation of the Adult Probation Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Adult Probation Department.

(22) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(23) ADJOURNMENT



F
5
/91
OCEL

DATE : July 23, 1991 CALENDAR

TO : Appointing Officers
Departmental Personnel Officers
Employees and Employee Organization Representatives

FROM : Albert C. Walker
Acting General Manager, Personnel

SUBJECT: CANCELLATION OF CIVIL SERVICE COMMISSION MEETING

Due to the Labor Day Holiday, the Civil Service Commission has cancelled its meeting of September 2, 1991. The Commission will hold one regular meeting during September on Monday, September 16, 1991.

CIVIL SERVICE COMMISSION

A handwritten signature in dark ink, appearing to read "Albert C. Walker", written over a horizontal line.

Albert C. Walker
Acting General Manager, Personnel

ACW/vl

DOCUMENTS DEPT.

JUL 31 1991

SAN FRANCISCO
PUBLIC LIBRARY



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Grant S. Mickins,
President**

**Cleo Donovan,
Vice President**

**A. Lee Munson,
Commissioner**

**Juan Rios,
Commissioner**

**Emi R. Uyehara,
Commissioner**

**John J. Walsh,
General Manager, Personnel**

**Albert C. Walker,
Assistant Secretary**

MEETING OF

SEPTEMBER 16, 1991

2:00 p.m.

ROOM 282, SECOND FLOOR, CITY HALL

DOCUMENTS DEPT.

SEP 13 1991

PUBLIC LIBRARY

ORDER OF BUSINESS

Part I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

- Classification Matters
- Compensation Matters
- Examination Matters
- In-Service Matters

Part II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No witnesses other than those designated above shall be permitted.

Regular Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No witnesses other than those designated above shall be permitted.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 16, 1991

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of August 19, 1991.
- (4) ANNOUNCEMENTS.

C O N S E N T C A L E N D A R

- (5) CONSENT CALENDAR - ITEMS A THROUGH L.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1130-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
140-91/92	Arts Commission	Christopher Sproat
141-91/92	Chief Administrative Officer	Aileen C. Hernandez Associates
142-91/92	City Planning	Integrated Business Solutions, Inc.

(A) (Cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
143-91/92	Commission on Status of Women	St. Vincent de Paul Society of San Francisco/Brennan House
144-91/92	Commission on Status of Women	St. Vincent de Paul/ Brennan House
145-91/92	Controller	Mastech Corporation
146-91/92	Police	West Coast Maintenance Services
147-91/92	Public Utilities Commission	Manna Consultants, Inc.
148-91/92	Public Utilities Commission	Bookman-Edmonston Engineering, Inc.
149-91/92	Public Health	Regents, University of California-Family Practice Program
150-91/92	Public Health	San Francisco Conservation Corps.
151-91/92	Public Health	Asian American Health Forum
152-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
153-91/92	Public Health	Bay Area Medical Transcription Service
154-91/92	Public Health	STS Supertypes Services
155-91/92	Public Health	Physical and Occupational Therapy Registry
156-91/92	Public Health	Medicus Systems Corporation
157-91/92	Public Utilities Commission	Smith-Dawson Associates, Inc.
158-91/92	Public Utilities Commission	Kennedy, Jenks, Chilton, Inc.

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
159-91/92	Public Works	Soil and Plant Laboratory, Inc.
160-91/92	Public Works	Testing Engineers, Inc.
161-91/92	Public Works	Appintec
162-91/92	Public Works	SDG
163-91/92	Public Works	HBW & Associates
164-91/92	Public Works	Rutherford & Chekene Consulting Engineers
165-91/92	Purchasing	The Nationwide Companies
166-91/92	Recreation and Park	San Francisco League of Urban Gardeners (SLUG)
167-91/92	Recreation and Park	Careers Abound
168-91/92	Sheriff	University of California at Berkeley
169-91/92	Social Services	San Francisco Educational Services
170-91/92	Social Services	The Family School
171-91/92	Public Utilities Commission	E.Q.E. Engineering

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1129-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Recreation and Park	1	3342 Zoologist (Sch. 61.8 \$1862B2264)	Retitle and amend the class specification to 3342 Zoo Curator; classify one new position to Class 3342. Draft class specification as detailed in the staff report.
Public Health/ Central Office	1	1426 Senior Clerk Typist (Sch. 47.9 \$956B1158)	Same
Public Health/ SFGH	1	2736 Porter (Sch. 46.1 \$878B1062)	Same
Public Health/ Central Office	1	9746 Staff Assistant VII, Special Project (\$2409B2409)	Approve extension to 12/31/91

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various
employees. (File No. 2275-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Raymond Bautista 5258 Senior Mechanical Engineer	SFUSD	5	5
Diane Gray 2574 Clinical Psychologist	Public Health	5	5
Carlos Rojas-Jara 3541 Curator I	Airport	3	3

(C) (cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Marta Selvi 8146 District Attorney Investigator	District Attorney	5	5
Byron Carmichael 8321 Counselor, Boys Ranch School	Juvenile Probation	3	3
Deborah J. Owen 2232 Senior Physician Specialist	Fire	5	5
Thomas Mazzucco 8176 Trial Attorney	District Attorney	5	5
David Pfeifer 8176 Trial Attorney	District Attorney	5	5
Loretta Stephenson 8176 Trial Attorney	District Attorney	5	5
All appointments in Class 2494 Staff Radiologic Technologist	Public Health	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Robert Moody 1471 Elections Worker	Registrar of Voters	5	5 6/30/92
Verna Osburn 1446 Secretary II	Mayor's Office	5	5 6/30/92
Deborah Alvarez- Rodriquez 2591 Health Program Coordinator II	Public Health	5	5 6/30/92

(C) (cont.)

2. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Philip Chin 9193 Deputy General Manager Administration, Municipal Railway	Public Utilities Commission	5	5 6/30/92

Rec: Adopt staff report.

- (D) Amendment and retitling of class specification for Class 9361 Assistant Superintendent, Harbor Maintenance, Electrical, Port Commission. (File No. 1133-91)

Rec: Adopt staff report; retitle and amend the class specification to Class 9361 Manager, Tenant Facility Maintenance.

- (E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2274-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (F) Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (File No. 6142-91)

Rec: Post for five days as required by Civil Service Commission Rule 6, Section 6.06; adopt and notify departments accordingly.

- (G) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6143-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (H) Request for authority to conduct a salary survey for Salary Standardization for miscellaneous employees pursuant to Charter Section 8.400, 8.401 and 8.407 for Fiscal Year 1992-93. (File No. 2276-91)

Rec: Adopt staff report.

1. Authorize the conduct of a salary survey for salary standardization for Fiscal Year 1992-93.
2. Request that the Board of Supervisors authorize expenditure of the necessary funds to conduct the salary survey.
3. Advise the Board of Supervisors that the final salary recommendations will be forwarded to the Board circa mid-March, 1992.

- (I) Survey of 53 positions in Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst in various departments. (File No. 1131-91)

Rec: Over to the meeting of October 7, 1991 at the request of Local 21.

- (J) Appeal of the decision of the General Manager, Personnel by Thomas Giacomelli regarding the certifications to a certain position in Class 7318 Electronic Maintenance Technician at the Public Utilities Commission. (File No. 6144-91)

Rec: Over to the meeting of October 21, 1991 at the request of Mr. Giacomelli's attorney.

- (K) Appeal of background rejection for Class Q2 Police Officer by Richard R. Madsen. (File No. 3175-91)

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Madsen's attorney.

Rec: Over to the meeting of October 7, 1991 at the request of Mr. Madsen's attorney.

- (L) Appeal of background rejection for Class H2 Firefighter by Eligio M. Castillo. (File No. 3555-91)

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Castillo's attorney.

Rec: Over to the meeting of October 7, 1991 at the request of Mr. Castillo's attorney.

REGULAR CALENDAR

(6) GENERAL MANAGER'S REPORT.

(7) COMMISSIONERS' NEW BUSINESS.

IN-SERVICE MATTERS

(8) Request to amend Exhibit A of Policy on Review of Criminal History Records. (File No. 6032-91)

August 19, 1991: Over to the meeting of September 16, 1991
at the request of Local 790.

Rec: Adopt staff report; amend Exhibit A of the Policy on Review of Criminal History Records.

(9) Appeal of the decision of the General Manager, Personnel by Jacqueline Deutsch to allow Om Dhawan to reinstate to a position in Class 1458 Legal Secretary I at the Public Administrator/Public Guardian. (File No. 6051-91)

August 19, 1991: Over to the meeting of September 16, 1991
at the request of Local 790.

Rec: Adopt staff report; deny the appeal of Ms. Jacqueline Deutsch; sustain the decision of the General Manager, Personnel.

EXAMINATION MATTERS

(10) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991: Over to the meeting of August 5, 1991 at the
request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the
request of Mr. Lara's attorney.

Rec: Deny appeal; sustain the decision of the Sheriff.

EXAMINATION MATTERS (cont.)

- (11) Appeal of the inclusion of provision F of the minimum qualifications in the examination announcement for Class 2895 Deputy Director of Health, Mental Health Programs. (File No. 3231-91)

Rec: Adopt staff report; deny appeals of Shirley Armintrout, Mel Blaustein, M.D., George D. Meyer, M.D. and Amy L. Reisch.

- (12) Appeal of background rejection for Class H2 Firefighter by Paul S. McRoberts. (File No. 3560-91)

August 5, 1991: Over to the meeting of September 16, 1991 by Commission action to allow Mr. McRoberts time to produce additional documentation to substantiate San Francisco residency.

Rec: Adopt staff report; deny appeal of Paul S. McRoberts.

- (13) Appeals of the decision of the General Manager, Personnel to deny protests in the examination for Class 9142 Transit Manager III. (File No. 3213-91)

Rec: Adopt staff report; deny appeals of Alfred McNaughton and Carl Natvig. Sustain the decision of the General Manager, Personnel.

- (14) SPECIAL ORDER OF BUSINESS AT 4:30 p.m.

HEARING ON PERSONNEL MANAGEMENT CONCERNS RELATED TO CIVIL SERVICE COMMISSION RULES, POLICIES, AND PROCEDURES.

- all other rules, regulations, policies, and procedures not previously covered, including, but not limited to:
 - probationary periods
 - leaves of absence
 - transfers
 - reappointment
 - reinstatement
 - Civil Service Commission hearing and meeting procedures
 - medical policy and rules.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - SEPTEMBER 16, 1991

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(15) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (16) Yat Ming Lam, 1428 Ward Clerk, 45/CPE-6, Department of Public Health, Central Office, 8/27/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (17) Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91.

Rec: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

DISMISSAL OF PERMANENT EMPLOYEE

- (18) Rick J. Ribero, 7410 Automotive Service Worker, 13/E-7, Public Utilities Commission, San Francisco Municipal Railway, 2/23/91.

April 1, 1991: Over to the meeting of May 6, 1991 at the request of Mr. Ribero's attorney.

DISMISSAL OF PERMANENT EMPLOYEE

- (18) May 6, 1991: Over to the meeting of July 1, 1991 at the
(cont.) request of Mr. Ribero's attorney.
- July 1, 1991: Over to the meeting of August 5, 1991 at
the request of the Public Utilities
Commission.
- August 5, 1991: Over to the meeting of September 16, 1991
at the request of Mr. Ribero's attorney.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (19) Kathy A. Contreras, 7412 Automotive Service Worker Assistant Supervisor, 20/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 8/17/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (20) Paul Rinehart, 9163 Transit Operator, 12/E-113, Public Utilities Commission, San Francisco Municipal Railway, 8/1/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (21) Clarence Bass, 9163 Transit Operator, 910/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/16/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (22) Andelino Santiago, 2760 Laundry Worker, 3/E-2, Department of Public Health, Laguna Honda Hospital, 8/7/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

(23) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(24) ADJOURNMENT

In memory of John Hinz, Personnel Analyst, Department of Public Health, Decentralized Personnel Unit.



**Grant S. Mickins,
President**

**Cleo Donovan,
Vice President**

**A. Lee Munson,
Commissioner**

**Juan Rios,
Commissioner**

**Emi R. Uyehara,
Commissioner**

**John J. Walsh,
General Manager, Personnel**

**Albert C. Walker,
Assistant Secretary**

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

OCTOBER 7, 1991

2:00 p.m.

ROOM 282 CITY HALL

DOCUMENTS DEPT.

OCT 4 1991

**SAN FRANCISCO
PUBLIC LIBRARY**

ORDER OF BUSINESS

Part I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

- Classification Matters
- Compensation Matters
- Examination Matters
- In-Service Matters

Part II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No witnesses other than those designated above shall be permitted.

Regular Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No witnesses other than those designated above shall be permitted.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- Opening summary of case (brief overview);
- Discussion of evidence;
- Corroborating witnesses, if necessary; and
- Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- Opening summary of case (brief overview);
- Discussion of evidence;
- Corroborating witnesses, if necessary; and
- Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 7, 1991

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of September 16, 1991.
- (4) ANNOUNCEMENTS.

C O N S E N T C A L E N D A R

- (5) CONSENT CALENDAR - ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1135-91)

NUMBER

DEPARTMENT

CONTRACTOR

172-91/92

Airport

Diane Sanchez

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
173-91/92	Airport	The Parry Company
174-91/92	Airport	College of San Mateo, Office of Industrial Relations/Sandy Mellor
175-91/92	Arts Commission	California Lawyers for the Arts (C.L.A.)
176-91/92	City Attorney	Boalt Hall, University of California, Berkeley Stanford Law School, Golden Gate University
177-91/92	City Attorney	New College of California
178-91/92	Controller	Bedford Consulting
179-91/92	Mayor's Office	Patricia Medina
180-91/92	Mayor's Office	Hilyard Wiggins
181-91/92	Mayor's Office	Linda Schanfein
182-91/92	Port	Clayton Environmental Consultants
183-91/92	Public Health	Visiting Nurses & Hospice of S.F./ California Pacific Medical Center/ Visiting Nurses & Hospice
184-91/92	Public Health	Visiting Nurses & Hospice of S.F./ California Pacific Medical Center/ Visiting Nurses & Hospice
185-91/92	Public Health	UCSF/AIDS Health Project

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
186-91/92	Public Health	S.F. AIDS Foundation (SFAF)
187-91/92	Public Health	Project Open Hand
188-91/92	Public Health	Gay Asian Pacific Alliance
189-91/92	Public Health	Damon Clinical Laboratories
190-91/92	Public Health	Continuum HIV Day Services
191-91/92	Public Health	Community United in Response to AIDS/SIDA (CURAS)
192-91/92	Public Health	Coming Home Support Services
193-91/92	Public Health	California Pacific Medical Center- Operation Concern
194-91/92	Public Health	Bayview Hunter's Point Foundation
195-91/92	Public Health	AIDS Indigent Direct Services (A.I.D.S.)
196-91/92	Public Health	University of California, S.F.
197-91/92	Public Health	OAC Health Systems, Inc.
198-91/92	Public Health	Hispanic Headquarters Advertising
199-91/92	Public Health	Westside Community Mental Center
200-91/92	Public Works	Signet Testing Labs
201-91/92	Public Works	AGS, Inc.
202-91/92	Public Works	Don Todd Associates, Inc.

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
203-91/92	Public Works	Care & Company Architecture
204-91/92	Public Works	H.J. Degenkolb
205-91/92	Social Services	University of California Early Parenting Program
206-91/92	Social Services	University of California: Clearing House for Drug-Exposed Infants
207-91/92	Social Services	Mt. St. Joseph-St. Elizabeth
208-91/92	Social Services	University of California, Pediatrician/ Neonatologist
209-91/92	Social Services	Haight-Ashbury Free Clinic, Inc.
210-91/92	Social Services	San Francisco Food Bank
211-91/92	Social Services	Ralph Andersen & Associates
212-91/92	Social Services	Diane Fritz
213-91/92	Social Services	Don Cohon, Ph.D. Program Consultant
214-91/92	Social Services	Bruce Cooper, Ph.D.
215-91/92	Social Services	Don Cohon, Project Director
216-91/92	Social Services	Monica Brady/"Baby Moms II" Program
217-91/92	Social Services	U.C. California, Consultant, M.D.
218-91/92	Social Services	Bruce Cooper, Ph.D.

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(B) Classification of new positions in the 1991-92 Budget. (File No. 1136-91)

Rec: Adopt staff report; allocate new positions to recommended classifications; defer classification action on positions designated with symbol "SC."

(C) Classification of positions in various City departments. (File No. 1138-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Utilities Commission	1	A490 Manager, Bureau of Personnel and Training, PUC (J, SC \$2571B3126)	Establish Class 1275 Manager, Bureau of Personnel and Training, PUC. (J,Z Sch. 68.4 \$2571B3126) Draft class specification as detailed in the staff report.
Public Health/Central Office	1	2908 Hospital Eligibility Worker (Sch. 51.7 \$1147B1388)	Same

Amendment and Retitling of Class Specification:

Existing Class Title and Rate

3424 Insecticide Spray Operator (Sch. 55.0 \$1342B1626)

Recommendation

Retitle and amend the class specification to 3424 Pest Control Specialist.

Rec: Adopt staff report.

- (D) Requests for appointment above the entrance rate for various employees. (File No. 2300-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
John Molinari 7238 Electrician Supervisor I	Parking and Traffic	5	5
Ann Tobin 5202 Junior Civil Engineer	Public Utilities Commission	2	2
Michele Hagan 8174 Attorney	District Attorney	5	5
Bernadette Schneider 8174 Attorney	District Attorney	5	5
Elisabeth Frater 8176 Trial Attorney	District Attorney	3	3
Katherine Lauth 8176 Trial Attorney	Disttrect Attorney	3	3
Victor Segovia 8176 Trial Attorney	District Attorney	4	4
Craig Smith 8176 Trial Attorney	District Attorney	5	5
Audrey Lee 2450 Pharmacist	Public Health	5	5
All Appointments in Class 9358 Crane Mechanic Supervisor	Port	5	5
All Appointments in Class 1440 Medical Transcriber Typist	Public Health	3	3
All Appointments in Class 2110 Medical Records Clerk	Public Health	3	3
All Appointments in Class 2305 Psychiatric Technician	Public Health	2	2

(D) (cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
All Appointments in Class 2312 Licensed Vocational Nurse	Public Health	2	2
All Appointments in Class 2312 Licensed Vocational Nurse (As Needed)	Public Health	3	3
All Appointments in Class 2442 Diagnostic Medical Sonographer II	Public Health	5	5
All Appointments in Class 2493 Associate Radiologic Technologist	Public Health	5	5
All Appointments in Class 2495 Senior Radiologic Technologist	Public Health	5	5
All Appointments in Class 2496 Radiologic Technologist Supervisor	Public Health	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Charles Cage 1862 Systems and Procedures Analyst	Public Health	2	2 6/30/92
Christina Fisher 3594 Instructional Aide II	SFUSD	5	5 6/30/92

(D) (cont.)

2. TEMPORARY EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Sarah Steele 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Paula Warner 3594 Instructional Aide II	SFUSD	5	5 6/30/92
Rosemarie Veridiamo 2450 Pharmacist	Public Health	5	5 6/30/92

Rec: Adopt staff report.

(E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2303-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(F) Survey of thirty-eight positions at the Port of San Francisco. (File No. 1137-91)

Rec: Adopt staff report.

I. Establish the following four new classifications (draft class specifications as detailed in the staff report):

- a. 9374 Manager, Port Planning and Development (J,Z Sch. 67.1 \$2412B2933).
- b. 9381 Director, Internal Services (J,Z Sch. 72.2 \$3093B3760). Position exempt from examination.
- c. 9386 Senior Property Manager, Port (J,Z Sch. 62.1 \$1890B2297).
- d. 5620 Regulatory Specialist (J,Z Sch. 56.4 \$1436B1740).

(F) (cont.)

II. Amend and retitle specifications for the following classes (draft amended class specifications as detailed in the staff report):

a. From: 9377 Development Feasibility Analyst, Port
To: 9377 Feasibility Analyst, Port

b. From: 9383 Director, Planning and Research
To: 9383 Director, Planning, Development and
Community Affairs

Position exempt from examination:

c. From: 9384 Director, Property and Finance, Port
To: 9384 Director, Tenant Services

Position exempt from examination:

d. From: 9388 Director, Maritime
To: 9388 Director, Cargo Services

Position exempt from examination:

e. From: 9393 Sales Manager, Port of San Francisco
To: 9393 Cargo Sales and Marketing
Representative

f. From: 9394 Manager of Trade Development and
Communications
To: 9394 Manager, Cargo Business Development

g. From: 9396 Commercial Property Manager
To: 9396 Manager, Leasing and Tenant Services

III. Amend the following class specifications (draft amended class specifications as detailed in the staff report):

a. 9376 Market Research Specialist

b. 9385 General Service Officer, Port of San Francisco

IV. Abolish the following classifications:

a. 9397 Property Development Manager

b. 9307 Computer Operations Supervisor, Port

V. Grant status rights to permanent incumbent from Class 9397 Property Development Manager (Sch. 66.1) to Class 9374 Manager, Port Planning and Development (Sch. 67.1).

VI. Classify and allocate 36 permanently budgeted positions as detailed in the staff report.

(F) (cont.)

VII. Amend the Annual Salary Ordinance to reflect the classification actions; advise department to amend its budget to reflect these actions.

VIII. Advise Civil Service Commission Examination Unit to conduct examinations for new classes.

(G) Ratification of action of the General Manager, Personnel pursuant to the provisions of Charter Section 3.501 for the period from July 1, 1991 to September 30, 1991.
(File No. 6252-91)

Rec: Approve.

(H) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6253-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

(6) GENERAL MANAGER'S REPORT.

(7) COMMISSIONERS' NEW BUSINESS.

COMPENSATION MATTERS

(8) Certification of highest prevailing rate of wages of the various crafts and kinds of labor paid in private employment in the City and County of San Francisco. (File No. 2301-91)

Rec: Adopt staff report; forward to the Board of Supervisors.

EXAMINATION MATTERS

(9) Appeal of background rejection for Class Q2 Police Officer by Richard R. Madsen. (File No. 3175-91)

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Madsen's attorney.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of Mr. Madsen's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

(10) Appeal of background rejection for Class H2 Firefighter by Paul S. McRoberts. (File No. 3560-91)

August 5, 1991: Over to the meeting of September 16, 1991 by Commission action to allow Mr. McRoberts time to produce additional documentation to substantiate San Francisco residency.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the San Francisco Fire Department.

Rec: Adopt staff report; deny appeal of Paul S. McRoberts.

EXAMINATION MATTERS (cont.)

- (11) Appeal of background rejection for Class H2 Firefighter by Mark A. Hopkins. (File No. 3584-91)
- Rec: Adopt staff report; deny appeal of Mark A. Hopkins.
-
- (12) Appeal of background rejection for Class H2 Firefighter by Eligio M. Castillo. (File No. 3555-91)
- August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Castillo's attorney.
- September 16, 1991: Over to the meeting of October 7, 1991 at the request of Mr. Castillo's attorney.
- Rec: Adopt staff report; deny appeal of Eligio M. Castillo.

IN-SERVICE MATTERS

- (13) Appeal by the Department of Social Services of staff's denial to add a Spanish-language waiver on Requisition P-9524, Class 2907 Eligibility Worker Supervisor. (File No. 6223-91)
- Rec: Adopt staff report; deny appeal.
-
- (14) Report of staff investigation into allegations made by William B. Fobbs at the Civil Service Commission meeting of July 15, 1991. (File No. 6254-91)
- Rec: Adopt staff report.
-
- (15) SPECIAL ORDER OF BUSINESS AT 4 p.m.
- Presentation by Local 21 regarding issues related to recent meet and confer sessions with Mayor's Employee Relations Division.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 7, 1991

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(16) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (17) Ronald Herdman, 2532 Paramedic, 13/E-1, Department of Public Health, San Francisco General Hospital Medical Center, Paramedic Division, 8/26/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (18) Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

Recommendation of the General Manager, Personnel:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (19) Charles Bittner, 7334 Stationary Engineer, 74/E-43, Airports Commission, 8/30/91.

Recommendation of the Airports Commission:

Return name to the eligible list in Class 7334 Stationary Engineer. Future employment subject to medical clearance by a physician designated by the Commission. Not to be employed again by the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (20) Jose Pena-Mustell, 2806 Disease Control Investigator, 45/E-12, Department of Public Health, Central Office, 8/15/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. No future employment in any position covered by the civil service system of the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (21) Clarence Bass, 9163 Transit Operator, 910/E-112, Public Utilities Commission, San Francisco Municipal Railway, 8/16/91.

September 16, 1991: Over to the meeting of October 7, 1991 at Mr. Bass' request.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (22) Paul Rinehart, 9163 Transit Operator, 12/E-113, Public Utilities Commission, San Francisco Municipal Railway, 8/1/91.

September 16, 1991: Over to the meeting of October 7, 1991 at Mr. Rinehart's request.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (23) Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

- (24) INDIVIDUALS' REQUESTS TO SPEAK

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- (25) ADJOURNMENT



**CIVIL SERVICE COMMISSION
CITY AND COUNTY OF SAN FRANCISCO
AGENDA**

**Grant S. Mickins,
President**

**Cleo Donovan,
Vice President**

**A. Lee Munson,
Commissioner**

**Juan Rios,
Commissioner**

**Emi R. Uyehara,
Commissioner**

**John J. Walsh,
General Manager, Personnel**

**Albert C. Walker,
Assistant Secretary**

MEETING OF

OCTOBER 21, 1991

2:00 p.m.

ROOM 282 CITY HALL

DOCUMENTS DEPT.

OCT 18 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

Part I, 2:00 p.m.

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REGULAR CALENDAR

- Classification Matters
- Compensation Matters
- Examination Matters
- In-Service Matters

Part II, 3:00 p.m.

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Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 21, 1991

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of October 7, 1991.
- (4) ANNOUNCEMENTS.

C O N S E N T C A L E N D A R

- (5) CONSENT CALENDAR - ITEMS A THROUGH I.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1144-91)

NUMBER

DEPARTMENT

CONTRACTOR

220-91/92

Adult Probation

California Community
Dispute Services

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
221/91/92	Airport	Hood and Strong
222-91/92	Airport	Joint Venture of Hammer Design Assoc., Inc. and T & L Construction Co.
223-91/92	Juvenile Probation	Law Enforcement Psychological Services
224-91/92	Juvenile Probation	Potrero Hill Neighborhood House
225-91/92	Juvenile Probation	Bayview Hunter's Point Foundation
226-91/92	Mayor's Office	Bernal Heights Community Foundation
227-91/92	Mayor's Office	Careers Abound
228-91/92	Mayor's Office	Community Educational Services
229-91/92	Mayor's Office	Directions/Chinatown Youth Center
230-91/92	Mayor's Office	Horizons Unlimited
231-91/92	Mayor's Office	Morrisania West
232-91/92	Mayor's Office	Potrero Hill Neighborhood House
233-91/92	Mayor's Office	Vietnamese Youth Development Center
234-91/92	Mayor's Office	Visitation Valley Community Center
235-91/92	Mayor's Office	Young Community Developers
236-91/92	Police	Center for Human Development
237-91/92	Police	Maryann Fleming

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
238-91/92	Public Health	Decade Software Company
239-91/92	Public Health	Bayview Hunter's Point Foundation
240-91/92	Public Library	Friends of the S.F. Public Library
241-91/92	Public Library	Friends of the S.F. Public Library
242-91/92	Public Utilities Commission	Peter Moyle, Ph.D.
243-91/92	Public Utilities Commission	Murray, Burns and Kienlen
244-91/92	Public Works	VANIR CM
245-91/92	Public Works	Uribe and Associates
246-91/92	Public Works	Eco Analysis, Inc.
247-91/92	Sheriff	Dr. Linda Zupan
248-91/92	Social Services	Episcopal Community Services
249-91/92	Social Services	Family Support Services of the Bay Area

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1145-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
District Attorney	1	1840 Junior Management Assistant (Sch. 52.3 \$1180B1429)	Same

(B) (cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	5210 Senior Civil Engineer (Sch. 66.4 \$2332B2835)	Same
Parking and Traffic	15	8214 Parking Control Officer (Sch. 46.2 \$882B1067)	Same
Public Utilities Commission	1	A056 Senior Claims Adjuster (J, SC \$2043B2483)	Establish Class 9160 Senior Senior Claims Adjuster (J, Sch. 63.7 \$2043B2483) Draft class specification as detailed in the staff report.
Social Services	1	1444 Secretary I (Sch. 46.9 \$912B1104)	Same
	1	2946 Senior Eligibility Worker Supervisor (Sch. 59.5 \$1666B2023)	Same
	2	2907 Eligibility Worker Supervisor (Sch. 55.0 \$1342B1626)	Same
	23	2905 Senior Eligibility Worker (Sch. 51.7 \$1147B1388)	Same
Public Health/ Central Office	1	1426 Senior Clerk Typist (Sch. 47.9 \$956B1158)	1424 Clerk Typist (Sch. 46.0 \$874B1057)
Public Health/ SFGH	5	A111 Senior Ward Clerk (J \$1125B1362)	Establish Class 1431 Senior Unit Clerk (J, Sch. 51.3 \$1125B1362) Draft class specification as detailed in the staff report.

(B) (cont.)

RETITLE AND AMEND THE FOLLOWING CLASS:

Existing Class
Title and Rate

Recommendation

1428 Ward Clerk
(Sch. 49.2 \$1018B1232)

Retitle and Amend the
class specification
to 1428 Unit Clerk.
Draft class
specification as
detailed in the
staff report.

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various
employees. (File No. 2304-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
James H. Jacobs 7377 Stage Electrician	War Memorial	5	5
All Appointments in Class 2330 Anesthetist	Public Health	4	4
All Appointments in Class 2450 Pharmacist	Public Health	5	5
All Appointments in Class 2453 Supervising Pharmacist	Public Health	5	5
All Appointments in Class 2454 Clinical Pharmacist	Public Health	5	5

(C) (cont.)

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Brendan McManus 1811 MIS Specialist I	Controller	5	5 6/30/92
Henry Wise 1862 Systems and Procedures Analyst	Purchasing	5	5 6/30/92

Rec: Adopt staff report.

(D) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2306-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

(E) Survey of thirty-eight positions at the Port of San Francisco. (File No. 1137-91)

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 21.

Rec: Adopt staff report.

I. Establish the following four new classifications (draft class specifications as detailed in the staff report):

- a. 9374 Manager, Port Planning and Development (J,Z Sch. 67.1 \$2412B2933).
- b. 9381 Director, Internal Services (J,Z Sch. 72.2 \$3093B3760). Position exempt from examination.
- c. 9386 Senior Property Manager, Port (J,Z Sch. 62.1 \$1890B2297).
- d. 5620 Regulatory Specialist (J,Z Sch. 56.4 \$1436B1740).

(E) (cont.)

II. Amend and retitle specifications for the following classes (draft amended class specifications as detailed in the staff report):

a. From: 9377 Development Feasibility Analyst, Port
To: 9377 Feasibility Analyst, Port

b. From: 9383 Director, Planning and Research
To: 9383 Director, Planning, Development and
Community Affairs

Position exempt from examination.

c. From: 9384 Director, Property and Finance, Port
To: 9384 Director, Tenant Services

Position exempt from examination.

d. From: 9388 Director, Maritime
To: 9388 Director, Cargo Services

Position exempt from examination.

e. From: 9393 Sales Manager, Port of San Francisco
To: 9393 Cargo Sales and Marketing
Representative

f. From: 9394 Manager of Trade Development and
Communications
To: 9394 Manager, Cargo Business Development

g. From: 9396 Commercial Property Manager
To: 9396 Manager, Leasing and Tenant Services

III. Amend the following class specifications (draft amended class specifications as detailed in the staff report):

a. 9376 Market Research Specialist

b. 9385 General Service Officer, Port of San Francisco

IV. Abolish the following classifications:

a. 9397 Property Development Manager

b. 9307 Computer Operations Supervisor, Port

V. Grant status rights to permanent incumbent from Class 9397 Property Development Manager (Sch. 66.1) to Class 9374 Manager, Port Planning and Development (Sch. 67.1).

(E) (cont.)

VI. Classify and allocate 36 permanently budgeted positions as detailed in the staff report.

VII. Amend the Annual Salary Ordinance to reflect the classification actions; advise department to amend its budget to reflect these actions.

VIII. Advise Civil Service Commission Examination Unit to conduct examinations for new classes.

(F) Review of new personnel requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6313-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(G) Appeal of background rejection for Class Q2 Police Officer by Roberta D. Friedman. (File No. 3191-91)

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Ms. Friedman's attorney.

Rec: Over to the meeting of November 18, 1991 at the request of Ms. Friedman's attorney.

(H) Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (File No. 6142-91)

September 16, 1991: Over to the meeting of October 21, 1991 by Commission action.

Rec: Over to the meeting of November 4, 1991 at the request of staff.

- (I) Proposed amendment to Civil Service Commission Rule 22 -
Leaves of Absence and proposed addition of new Rule 35 -
Temporary Assignment for Limited Duty of Employee with
Work-Related Disability. (File No. 6312-91)

Rec: Post pending completion of meet and confer with employee
organizations.

REGULAR CALENDAR

(6) GENERAL MANAGER'S REPORT.

(7) COMMISSIONERS' NEW BUSINESS.

EXAMINATION MATTERS

(8) Consideration of amendment to action taken on September 16, 1991:
Appeal of the inclusion of provision F of the minimum qualifications
in the examination announcement for Class 2895 Deputy Director of
Health, Mental Health Programs. (File No. 3231-91)

September 16, 1991: Deny staff report; revise and reissue job
announcement upgrading the requirements to
include both administrative and clinical
expertise, and substitute the phrase
"license eligible in California" for
Category F in the minimum qualifications.

Open for discussion.

(9) Appeal of background rejection for Class Q2 Police Officer by
Edouard D. Marchand. (File No. 3203-90)

September 17, 1990: Off calendar at the request of appellant.
Mr. Marchand to notify the Assistant
Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the
request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by
mutual agreement between the San Francisco
Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at
the request of Mr. Marchand's attorney due
to lack of a full Commission.

August 19, 1991: Over to the meeting of October 21, 1991 at
the request of Mr. Marchand's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

EXAMINATION MATTERS (cont.)

- (10) Appeal of background rejection for Class Q2 Police Officer by Richard R. Madsen. (File No. 3175-91)

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Madsen's attorney.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of Mr. Madsen's attorney.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Madsen's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

CLASSIFICATION MATTERS

- (11) Survey of 53 positions in Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst in various departments. (File No. 1131-91)

September 16, 1991: Over to the meeting of October 21, 1991 as requested by Local 21 and agreed upon by staff.

Rec: Adopt staff report.

- I. Amend specifications for Classes 1823 Senior Administrative Analyst (Sch. 60.1 \$1714B2084) and 1824 Principal Administrative Analyst (Sch. 63.3 \$2004B2435). Draft amended class specifications as detailed in the staff report.
- II. Amend the class specification for Class 1340 Assistant to the General Manager, Public Utilities Commission.
- III. Allocate, reallocate and confirm permanently-budgeted positions as enumerated in Attachment 3 following the report.
- IV. Allocate grant funded positions as enumerated in Attachment 3 following the report.
- V. Amend various sections of the Annual Salary Ordinance by December 30, 1991 to reflect the reallocations.
- VI. Advise various departments to amend their budgets to reflect these actions.

IN-SERVICE MATTERS

- (12) Appeal of the decisions of the General Manager, Personnel by Thomas Giacomelli relating to actions taken regarding a certain position in Class 7318 Electronic Maintenance Technician at the Public Utilities Commission, Hetch Hetchy Project. (File No. 6144-91)

September 16, 1991: Over to the meeting of October 21, 1991 at the request of Mr. Giacomelli's attorney.

Rec: Adopt staff report; sustain the decision of the General Manager, Personnel; deny appeal of Thomas Giacomelli.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - OCTOBER 21, 1991

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(13) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (14) Ronald Herdman, 2532 Paramedic, 13/E-1, Department of Public Health, San Francisco General Hospital Medical Center, Paramedic Division, 8/26/91.

October 7, 1991: Over to the meeting of October 21, 1991 at Mr. Herdman's request. The Commission stipulated that there would be no further continuances granted.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (15) John Day, 3417 Gardener, 202/E-8, Recreation and Park Department, Urban Forestry, 9/19/91.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (16) Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 790.

Recommendation of the General Manager, Personnel:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (17) Charles Bittner, 7334 Stationary Engineer, 74/E-43, Airports Commission, 8/30/91.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of the Airports Commission.

Recommendation of the Airports Commission:

Return name to the eligible list in Class 7334 Stationary Engineer. Future employment subject to medical clearance by a physician designated by the Commission. Not to be employed again by the Airports Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (18) Estela Lima, 2302 Orderly, 21/E-331, Department of Public Health, Laguna Honda Hospital, 9/20/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years' (2) work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (19) Allan Chinn, 8207 Building and Grounds Patrol Officer, 17/E-5, San Francisco War Memorial and Performing Arts Center, General Administration, 9/10/91.

Recommendation of the San Francisco War Memorial and Performing Arts Center:

Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (20) Kathy A. Contreras, 7412 Automotive Service Worker Assistant Supervisor, 20/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 8/17/91.

September 16, 1991: Over to the meeting of October 21, 1991 at Ms. Contreras' request.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (21) Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 39.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(22) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(23) ADJOURNMENT



Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

John J. Walsh,
General Manager, Personnel

Albert C. Walker,
Assistant Secretary

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

November 4, 1991

2:00 p.m.

Room 282 City Hall

DOCUMENTS DEPT.

OCT 30 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

Part I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

- Classification Matters
- Compensation Matters
- Examination Matters
- In-Service Matters

Part II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

NOTICE

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All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

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- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
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Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 4, 1991

PART I - 2 p.m.

ITEM NO

(1) CALL TO ORDER.

(2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.

(3) MINUTES.

Regular Meeting of October 21, 1991.

(4) ANNOUNCEMENTS.

(5) RESOLUTIONS OF COMMENDATION.

(A) Kate Favetti, Senior Personnel Analyst, Civil Service Commission, upon her promotion to Senior Departmental Personnel Officer, Public Utilities Commission.

Rec: Adopt.

(B) Barney Barron, Superintendent of Parks, Recreation and Park Department, upon his retirement after thirty-five and a half (35½) years of service.

Rec: Adopt.

CONSENT CALENDAR

(6) All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

(A) Review of requests for approval of proposed personal services contracts. (File No. 1149-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
250-91/92	Airport	Business Development, Inc.
251-91/92	Animal Care and Control	Integrated Business Solutions, Inc.
252-91/92	Arts Commission	Anne Chamberlain
253-91/92	Arts Commission	Sue-Chen Hung
254-91/92	Commission on the Aging	Williams, Adley and Company
255-91/92	Mayor's Office	Richard M. Behm
256-91/92	Mayor's Office	Peter Lloyd Thompson
257-91/92	Mayor's Office	Maggie LaRue
258-91/92	Mayor's Office	Irvine Escrow, Inc.
259-91/92	Public Health	Travelers Aid San Francisco
260-91/92	Public Health	S.F. AIDS Foundation
261-91/92	Public Health	Polaris Research and Development
262-91/92	Public Health	Mission Neighborhood Health Center
263-91/92	Public Utilities Commission	Pacific Auxiliary Fire Alarm Co.
264-91/92	Public Utilities Commission	Sedgwick/Carrie/Leong, a Joint Venture
265-91/92	Public Works	James Montgomery Engineering
266-91/92	Real Estate	Flack and Flack Real Estate Appraisal
267-91/92	Real Estate	Hamilton/Simons & Associates

(A) (cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
268-91/92	Retirement	T.P.F. & C., Consulting Actuaries

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1150-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	2	6331 Building Inspector (Sch. 61.9 \$1871B2274)	Same
Fire	1	1844 Senior Management Assistant (Sch. 57.6 \$1520B1844)	Same
Public Health/ Laguna Honda Hospital	1	2910 Social Worker (Sch. 50.9 \$1104B1336)	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)
Public Health/ SFGH	4	2910 Social Worker (Sch. 50.9 \$1104B1336)	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)
Public Administrator/ Guardian	3	2910 Social Worker (Sch. 50.9 \$1104B1336)	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)
Public Health/ DMSF	1	2912 Senior Social Worker (Sch. 52.4 \$1185B1436)	Same
Public Health/ CMHS	1	2328 Nurse Practitioner (\$1985B2484)	Same
	2	2320 Registered Nurse (\$1761B2060)	Same

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Parking and Traffic	1	A095 Director, Operations (J, \$2287B2779)	Establish Class 7140 Director, Parking and Traffic Operations (J, Z Sch. 66.0 \$2287B2779) Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (C) Requests for appointment above the entrance rate for various employees. (File No. 2405-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Lynette McLamb 2230 Physician Specialist	Public Health	4	4

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Maureen MacArt A921 Construction Contract Specialist I	Public Works	3	3 6/30/92
Michele Pla A893 Manager, Clean Water Program Planning and Control	Public Works	5	5 6/30/92

Rec: Adopt staff report.

- (D) Request from the Department of Public Health to use a class in the Staff Assistant, Special Project Series as a Hydrogeologist in the Bureau of Toxics, Health and Safety Services. (File No. 1151-91)

Rec: Adopt staff report. Approve use of Class 9746 Staff Assistant VII, Special Project (\$2409 bi-weekly) to employ a Hydrogeologist in the Department of Public Health for a one year period, pending creation of a new classification and permanent appointment.

- (E) Request to designate Class 2932 Senior Psychiatric Social Worker as promotive for layoff purposes. (File No. 6411-91)

Rec: Adopt staff report; designate Class 2932 Senior Psychiatric Social Worker as promotive for layoff purposes.

- (F) Regarding the future employability of Maria Limon, Class 2320 Registered Nurse. (File No. 6388-91)

Rec: No future employment with the City and County of San Francisco.

- (G) Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (File No. 6142-91)

September 16, 1991: Over to the meeting of October 21, 1991 by Commission action.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of staff.

Rec: Post for five days as required by Civil Service Commission Rule 6, Section 6.06; adopt panel as modified to eliminate persons who have not complied with the Small Business Ordinance and notify departments accordingly.

- (H) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6413-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

- (I) Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (File No. 3214-91)

Rec: Over to the meeting of November 18, 1991 at Ms. Dolan's request.

REGULAR CALENDAR

(7) GENERAL MANAGER'S REPORT.

(8) COMMISSIONERS' NEW BUSINESS.

CLASSIFICATION MATTERS

(9) Survey of 53 positions in Classes 1823 Senior Administrative Analyst and 1824 Principal Administrative Analyst in various departments.
(File No. 1131-91)

September 16, 1991: Over to the meeting of October 21, 1991 as requested by Local 21 and agreed upon by staff.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of staff.

Rec: Adopt staff report.

- I. Amend specifications for Classes 1823 Senior Administrative Analyst (Sch. 60.1 \$1714B2084) and 1824 Principal Administrative Analyst (Sch. 63.3 \$2004B2435).
Draft amended class specifications as detailed in the staff report.
- II. Amend the class specification for Class 1340 Assistant to the General Manager, Public Utilities Commission, as further amended in the Addendum to the staff report.
- III. Allocate, reallocate and confirm permanently-budgeted positions as enumerated in Attachment 3 following the report.
- IV. Allocate grant funded positions as enumerated in Attachment 3 following the report.
- V. Amend various sections of the Annual Salary Ordinance by December 30, 1991 to reflect the reallocations.
- VI. Advise various departments to amend their budgets to reflect these actions.

IN-SERVICE MATTERS

- (10) Appeal of staff denial of request for approval of additional employment. (File No. 6412-91)

Rec: Adopt staff report; deny appeal of Alto L. Moseley.

EXAMINATION MATTERS

- (11) Appeal of background rejection for Class 8304 Deputy Sheriff by Michael Callery. (File No. 3629-91)

Rec: Deny appeal, sustain the decision of the Sheriff.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 4, 1991

PART II - 3 p.m.

S E P A R A T I O N S F R O M T H E S E R V I C E

(12) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (13) John Day, 3417 Gardener, 202/E-8, Recreation and Park Department, Urban Forestry, 9/19/91.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Mr. Day's attorney.

Recommendation of the Recreation and Park Department:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Recreation and Park Department.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (14) Estela Lima, 2302 Orderly, 21/E-331, Department of Public Health, Laguna Honda Hospital, 9/20/91.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Department of Public Health.

(14) Recommendation of the Department of Public Health:

(cont.)

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two years' (2) work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

(15) Barbara Mickins, 2830 Public Health Nurse, 18/E-84, Department of Public Health, Community Public Health Services, 8/2/91.

Recommendation of the Department of Public Health:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County Service.

RESIGNATION - SERVICES UNSATISFACTORY

(16) Allan Chinn, 8207 Building and Grounds Patrol Officer, 17/E-5, San Francisco War Memorial and Performing Arts Center, General Administration, 9/10/91.

October 21, 1991: Over to the meeting of November 4, 1991 at Mr. Chinn's request.

Recommendation of the San Francisco War Memorial and Performing Arts Center:

Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

RESIGNATION - SERVICES UNSATISFACTORY

(17) Patricia Veneman, 2320 Registered Nurse, 9/E-865, Department of Public Health, Central Office, 7/17/91.

Rec: Off calendar at the request of the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (18) Kathy A. Contreras, 7412 Automotive Service Worker Assistant Supervisor, 20/CPE-2, Public Utilities Commission, San Francisco Municipal Railway, 8/17/91.

September 16, 1991: Over to the meeting of October 21, 1991 at Ms. Contreras' request.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of Transport Workers Union.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (19) Jimmie N. Carter, 7449 Sewer Service Worker, 4/CPE-3, Department of Public Works, Street and Sewer Division, 10/3/91.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

- (20) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(21)

ADJOURNMENT

In memory of Roy Paul Mansir, Sr., father of Monte Mansir of the Civil Service Commission staff.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

**Grant S. Mickins,
President**

**Cleo Donovan,
Vice President**

**A. Lee Munson,
Commissioner**

**Juan Rios,
Commissioner**

**Emi R. Uyehara,
Commissioner**

**John J. Walsh,
General Manager, Personnel**

**Albert C. Walker,
Assistant Secretary**

MEETING OF

November 18, 1991

2:00 p.m.

ROOM 282 CITY HALL

DOCUMENTS DEPT.

NOV 15 1991

**SAN FRANCISCO
PUBLIC LIBRARY**

ORDER OF BUSINESS

Part I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

- **Classification Matters**
- **Compensation Matters**
- **Examination Matters**
- **In-Service Matters**

Part II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

NOTICE

It is the policy of the Civil Service Commission that all items appearing on its agenda will be supported by a written report prepared by staff. These reports are available for inspection in the Office of the Assistant Secretary, Civil Service Commission, Room 153 City Hall, approximately two (2) business days prior to the meeting date. If practicable, copies of such reports will be provided to authorized departmental and employee organization representatives upon request.

All written material to be considered by the Commission in support of an agenda item shall be submitted to the Assistant Secretary in Room 153 City Hall no later than the fourth (4th) business day preceding the Commission meeting for which the item is calendared. An original and eight (8) copies shall be provided (Rule 5.16).

A request for a continuance (a delay to another meeting) may be directed to the Assistant Secretary prior to the meeting by calling 554-4747 or by submitting the request in writing to Room 153 City Hall. Telephone requests must be confirmed in writing. The Assistant Secretary may, based on certain circumstances or because of Commission policy, direct the request to another office. The Commission will consider a request for continuance that has been administratively denied immediately following the "Announcement of Changes" at the beginning of the meeting.

Requests to hear items out of order and for private hearings are to be directed to the President at the beginning of each Part of the Agenda. The President will rule on each request. If legally permissible and the President grants a private hearing, the hearing will be held at the end of the Part II calendar. If there is more than one private hearing, the President will determine the order in which the sessions will be heard.

Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- a. Opening summary of case (brief overview);
- b. Discussion of evidence;
- c. Corroborating witnesses, if necessary; and
- d. Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 18, 1991

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of November 4, 1991.
- (4) ANNOUNCEMENTS.

CONSENT CALENDAR

- (5) CONSENT CALENDAR ITEMS A THROUGH H.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of request for approval of proposed personal services contract. (File No. 1144-91)

October 21, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
223-91/92	Juvenile Probation	Law Enforcement Psychological Services

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (B) Review of requests for approval of proposed personal services contracts. (File No. 1155-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
269-91/92	Airport	First Interstate Bank, Bond Trustee
270-91/92	Arts Commission	Daniel Martinez, Rene Petropoulos, Roger White
271-91/92	CAO	Micro Services Plus
272-91/92	Public Health	University of California/SFGH
273-91/92	Public Health	The Support Center
274-91/92	Public Works	Woodward-Clyde Consultants
275-91/92	Social Services	Wright Marketing, Inc. DBA National Homecare Systems
276-91/92	Social Services	In Home Supportive Services Consortium of San Francisco, Inc.
277-91/92	Social Services	Lisa Coffman

Rec: Adopt staff report; notify the offices of the Controller and the Purchaser.

- (C) Classification of positions in various City departments. (File No. 1154-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
S.F. Unified School District	1	1956 Senior Purchaser (Sch. 59.1 \$1634B1985)	1958 Supervising Purchaser (Sch. 63.1 \$1985B2412)
Public Health/ SFGH	1	2323 Clinical Nurse Specialist (\$2199B2752)	Same
	1	2328 Nurse Practitioner (\$1985B2484)	Same

(C)(cont.)

AMEND THE FOLLOWING CLASS:

Existing Class and Rate

3321 Senior Animal Keeper
(Sch. 54.0 \$1279B1550)

Recommended Class

Amend the class specification for 3321 Senior Animal Keeper. Draft class specification as detailed in the staff report.

Rec: Adopt staff report.

- (D) Requests for appointment above the entrance rate for various employees. (File No. 2415-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Robert F. Bradford 5164 Water Resources and Planning Manager	Public Utilities Commission	5	5
Anne Cook 9378 Development Project Coordinator	Port	4	4
Celeste Bell 8176 Trial Attorney	City Attorney	4	4
C. Thornton Bunch 8182 Head Attorney	City Attorney	5	5
Melissa Flower 3374 Volunteer Coordinator	Animal Care and Control	5	5
Faye Woods 1435 Shelter Office Supervisor	Animal Care and Control	5	5
All Appointments in Class 7377 Stage Electrician	War Memorial	5	5

(D)(cont.)

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Elizabeth Clogher A988 Safety Analyst	Public Works	5	5 6/30/92
As Needed Appointments in Class 2548 Occupational Therapist	Public Health	5	5 6/30/92

Rec: Adopt staff report.

- (E) Requests for supervisory differential adjustments as provided by Section IV.F of the Salary Standardization Ordinance. (File No. 2419-91)

Rec: Adopt staff report; approve supervisory differential adjustments; notify departments accordingly.

- (F) Posting and adoption of reestablished Civil Service Commission hearing officer panel to hear and determine charges of dismissal against permanent employees covered by the civil service system of the City and County of San Francisco. (File No. 6142-91)

September 16, 1991: Over to the meeting of October 21, 1991 by Commission action.

October 21, 1991: Over to the meeting of November 4, 1991 at the request of staff.

November 4, 1991: Over to the meeting of November 18, 1991 at the request of the San Francisco Labor Council.

Rec: Post for five days as required by Civil Service Commission Rule 6, Section 6.06; adopt and notify departments accordingly.

- (G) Proposed amendments to the Civil Service Commission Rules to implement Proposition C (November 5, 1991 Election).
(File No. 6470-91)

Rec: Post for adoption at the meeting of December 2, 1991; to be effective upon effective date of Proposition C.

- (H) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6469-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

REGULAR CALENDAR

(6) GENERAL MANAGER'S REPORT.

(7) COMMISSIONERS' NEW BUSINESS.

EXAMINATION MATTERS

(8) Challenges of the oral examination for Class 1220 Payroll Clerk and Class 1222 Senior Payroll and Personnel Clerk. (File No. 3270-91)

Rec: Adopt staff report; deny appeals.

(9) Appeal of background rejection for Class Q2 Police Officer by Roberta D. Friedman. (File No. 3191-91)

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Ms. Friedman's attorney.

October 21, 1991: Over to the meeting of November 18, 1991 at the request of Ms. Friedman's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

(10) Appeal of background rejection for Class 8304 Deputy Sheriff by David L. Lara. (File No. 3578-91)

July 1, 1991: Over to the meeting of August 5, 1991 at the request of Mr. Lara's attorney.

August 5, 1991: Over to the meeting of September 16, 1991 at the request of Mr. Lara's attorney.

September 16, 1991: Over to the meeting of November 18, 1991 at the request of Mr. Lara's attorney.

Rec: Deny appeal; sustain the decision of the Sheriff.

EXAMINATION MATTERS (cont.)

- (11) Appeal by Patricia Dolan of staff denial of protest of oral/performance examination for Class 2940 Child Welfare Worker. (File No. 3214-91)

November 4, 1991: Over to the meeting of November 18, 1991 at Ms. Dolan's request.

Rec: Adopt staff report; deny appeal of Patricia Dolan.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - NOVEMBER 18, 1991

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(12) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (13) Gladys Ruiz, 1424 Clerk Typist, 422/E-1, Department of Public Health, Community Public Health Services, 10/18/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (14) Barbara Mickins, 2830 Public Health Nurse, 18/E-84, Department of Public Health, Community Public Health Services, 8/2/91.

November 4, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

Rec: Over to the meeting of December 2, 1991 at the request of the Department of Public Health. Over to the meeting of January 6, 1991 at the request of Local 790.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (15) Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91.

Rec: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (16) Anthony Jones, 8204 Institutional Police Officer, 1/RR-0001, Department of Public Health, Central Office, 10/28/91.

Recommendation of the Department of Public Health:

Dismiss from the City and County Service. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of two (2) years' work experience outside the City and County service. Not to be employed again by the Department of Public Health.

RESIGNATION - SERVICES UNSATISFACTORY

- (17) Allan Chinn, 8207 Building and Grounds Patrol Officer, 17/E-5, San Francisco War Memorial and Performing Arts Center, General Administration, 9/10/91.

October 21, 1991: Over to the meeting of November 4, 1991 at Mr. Chinn's request.

November 4, 1991: Over to the meeting of November 18, 1991 at the request of Local 790.

Recommendation of the San Francisco War Memorial and Performing Arts Center:

Accept the resignation as certified. Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

DISMISSAL OF PERMANENT EMPLOYEE

- (18) Jane Wickman, 2320 Registered Nurse, 10/E-679, Department of Public Health, San Francisco General Hospital Medical Center, 2/6/87.

- (18) March 13, 1987: Over to the meeting of April 6, 1987 at
(cont.) Ms. Wickman's request.
- April 6, 1987: Off calendar. Ms. Wickman to notify the Assistant Secretary when prepared to proceed. Ineligible for all employment with the City and County of San Francisco pending final Civil Service determination of future employment.

Recommendation of the Department of Public Health:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (19) Patrick Shortis, 7334 Stationary Engineer, 65/CPE-38, Public Utilities Commission, San Francisco Water Department, 8/15/91.
- October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 39.
- October 21, 1991: Over to the meeting of November 18, 1991 at Mr. Shortis' request.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

DISMISSAL OF PERMANENT EMPLOYEE

- (20) Laura Farve, 9163 Transit Operator, 110/E-120, Public Utilities Commission, San Francisco Municipal Railway, 10/8/91.

Recommendation of the Public Utilities Commission:

Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Public Utilities Commission.

(21) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(22) ADJOURNMENT



City and County of San Francisco
CIVIL SERVICE COMMISSION

GRANT S. MICKINS, PRESIDENT
CLEO DONOVAN, VICE PRESIDENT
A. LEE MUNSON, COMMISSIONER
JUAN RIOS, COMMISSIONER
EMI R. UYEHARA, COMMISSIONER

JOHN J. WALSH, GENERAL MANAGER, PERSONNEL
ALBERT C. WALKER, ASSISTANT SECRETARY

SPECIAL MEETING AGENDA

DECEMBER 2, 1991

ROOM 282 CITY HALL

4:30 p.m.

DOCUMENTS DEPT.

NOV 27 1991

SAN FRANCISCO
PUBLIC LIBRARY

ITEM NO.

- (1) Hearing concerning changing certain Civil Service Commission Rules and procedures as a result of the passage of Propositions C, D and E at the November 5, 1991 Election.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO AGENDA

MEETING OF

DECEMBER 2, 1991

2:00 p.m.

ROOM 282 CITY HALL

DOCUMENTS DEPT.

NOV 27 1991

SAN FRANCISCO
PUBLIC LIBRARY

ORDER OF BUSINESS

Part I, 2:00 p.m.

CONSENT CALENDAR

REGULAR CALENDAR

- Classification Matters
- Compensation Matters
- Examination Matters
- In-Service Matters

Part II, 3:00 p.m.

SEPARATIONS FROM THE SERVICE

Grant S. Mickins,
President

Cleo Donovan,
Vice President

A. Lee Munson,
Commissioner

Juan Rios,
Commissioner

Emi R. Uyehara,
Commissioner

John J. Walsh,
General Manager, Personnel

Albert C. Walker,
Assistant Secretary

NOTICE

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Procedure for Commission Hearings (Rule 5.13). The Commission reserves the right to question each party during its presentation and, in its discretion, to modify the time allocations and requirements set forth below. All Commission hearings in disputed matters shall conform to the following procedures:

Consent Agenda: Presentation by opponent for a maximum time limit of five (5) minutes and response by departmental representative for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Regular Agenda: Presentation by departmental representative for a maximum time limit of five (5) minutes and response by opponent for a maximum time limit of five (5) minutes. No other persons shall be permitted to speak.

Separation Hearings: Presentation by department for a maximum time limit of ten (10) minutes unless extended by the Commission:

- Opening summary of case (brief overview);
- Discussion of evidence;
- Corroborating witnesses, if necessary; and
- Closing remarks.

Presentation by employee or employee's representative for a maximum time limit of ten (10) minutes unless extended by the Commission:

- Opening summary of case (brief overview);
- Discussion of evidence;
- Corroborating witnesses, if necessary; and
- Closing remarks.

Rebuttal: The Commission may allocate five (5) minutes for each side to rebut evidence presented by the other side.

Smoking prohibited in the Commission meeting room and in City Hall hallways.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 2, 1991

PART I - 2 p.m.

ITEM NO

- (1) CALL TO ORDER.
- (2) ANNOUNCEMENT OF CHANGES TO PART I AGENDA.
- (3) MINUTES.
Regular Meeting of November 18, 1991.
- (4) ANNOUNCEMENTS.

CONSENT CALENDAR

- (5) CONSENT CALENDAR ITEMS A THROUGH F.

All matters listed on the Consent Calendar are considered to be routine by the Civil Service Commission and will be acted upon by a single vote of the Commission. There will be no separate discussion on these items unless a request is made, in which event the matter shall be removed from the Consent Calendar and considered as a separate item.

- (A) Review of requests for approval of proposed personal services contracts. (File No. 1160-91)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
278-91/92	Board of Supervisors	BPA Economics
279-91/92	City Planning	Roma Design Group and Associated Consultants
280-91/92	Civil Service Commission	Cooperative Personnel Services

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
281-91/92	Commission on Aging	Suicide Prevention
282-91/92	Controller	Curtis Jiang, Inc.
283-91/92	Controller	Main Consulting, Inc.
284-91/92	Controller	Melco Systems, Inc.
285-91/92	Controller	Melotech, Inc.
286-91/92	Controller	S.K. White Consulting
287-91/92	Controller	TEMCO, Inc.
288-91/92	Controller	S.K. White Consulting
289-91/92	Port	F.E. Jordan Associates, Inc.
290-91/92	Port	Oracle Corp.
291-91/92	Port	Carol M. Brown
292-91/92	Port	Moffatt & Nichol/AGS/Kwan Henmi; an Association
293-91/92	Public Health	Central City Hospitality House
294-91/92	Public Health	UCSF/AIDS Health Project
295-91/92	Public Health	UCSF-SFGH Family Planning
296-91/92	Public Health	Women's Institute of Mental Health
297-91/92	Public Health	Bayview Hunter's Point Foundation
298-91/92	Public Health	Glide Foundation
299-91/92	Public Health	DSA Medical Services, Inc./Western Cytopathology Lab., Inc.

(A)(cont.)

<u>NUMBER</u>	<u>DEPARTMENT</u>	<u>CONTRACTOR</u>
300-91/92	Public Health	Pharmedix
301-91/92	Public Health	Planned Parenthood of Alameda/S.F.
302-91/92	Public Health	University of California at S.F.
303-91/92	Public Health	ADL Data Systems, Inc.
304-91/92	Public Works	Geo/Resource Consultants, Inc.
305-91/92	Public Works	Eureka Laboratories, Inc.
306-91/92	Sheriff	Linda Connelly & Associates
307-91/92	Social Services	Community Housing Partnership
308-91/92	Social Services	Manor Investment Co., Inc., DBA: C & C Check Cashing Co.

Rec: Adopt staff report; notify the offices of the Controller
and the Purchaser.

(B) Classification of positions in various City departments.
(File No. 1161-91)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Sheriff	1	8308 Sheriff's Sergeant (Sch. 58.2 \$1565B1899)	Same
	2	8304 Deputy Sheriff (Sch. 54.1 \$1285B1558)	Same
Public Works	2	5252 Assistant Mechanical Engineer (Sch. 56.9 \$1470B1782)	Same

(B)(cont.)

<u>Department</u>	<u>No. Pos.</u>	<u>Budgeted Class and Rate</u>	<u>Recommended Class</u>
Public Works (cont.)	1	5208 Civil Engineer (Sch. 63.4 \$2014B2449)	Same
	1	5364 Civil Engineering Associate I (Sch. 55.8 \$1394B1690)	Same
	1	1446 Secretary II (Sch. 50.0 \$1057B1279)	Same
	1	1706 Telephone Operator (Sch. 46.0 \$874B1057)	Same
Public Health/ SFGH	2	2320 Registered Nurse (\$1761B2060)	Same
Public Health/ Central Office	2	2320 Registered Nurse (\$1761B2060)	Same
Public Health/ CMHS	1	1446 Secretary II (Sch. 50.0 \$1057B1279)	1428 Unit Clerk (Sch. 49.2 \$1018B1232)
Public Health/ DMSF	1	2323 Clinical Nurse Specialist (\$1994B2752)	2322 Head Nurse (\$2135B2754)

Rec: Adopt staff report.

(C) Requests for appointment above the entrance rate for various employees. (File No. 2427-91)

1. PERMANENT AND EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Mark Hawks 2320 Registered Nurse	Public Health	5	5
Robert Froines 9210 Airport Police Officer	Airport	5	5

(C)(cont.)

1. PERMANENT AND EXEMPT APPOINTMENTS (cont.)

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED</u>
Stan Williams 9210 Airport Police Officer	Airport	5	5
Maria Chavez 1487 Financial Aids Assistant	SFCCD	2	2
Lynne Nelson 8165 Workers' Compensation Supervisor I	Retirement	5	5

2. TEMPORARY EXEMPT APPOINTMENTS

<u>NAME AND CLASS</u>	<u>DEPARTMENT</u>	<u>STEP REQUESTED</u>	<u>STEP RECOMMENDED AND DURATION</u>
Edward Cotton 2920 Medical Social Worker	Public Health	2	2 6/30/92
Dorothy Cox 9774 Senior Community Development Specialist I	Mayor	3	3 6/30/92
Linda Richards 1879 Project Manager Special Projects	Controller	2	2 6/30/92
Marc Rosaaen 1824 Principal Administrative Analyst	Purchaser	3	3 6/30/92

Rec: Adopt staff report.

(D) Proposed amendments to the Civil Service Commission Rules to implement Proposition C (November 5, 1991 Election).
(File No. 6470-91)

(D)(cont.)

November 18, 1991: Post, as amended to correct clerical error and to add certain referencing, for adoption at the meeting of December 2, 1991; to be effective upon effective date of Proposition C.

Rec: Adopt.

(E) Review of new Personnel Requisitions with special qualifications or skills and authorization for Exception to the Order of Layoff if such positions are subject to displacement. (File No. 6508-91)

Rec: Adopt staff report; authorize Exception to the Order of Layoff pursuant to Civil Service Commission Rule 32 - Layoff and Involuntary Leave, Section 32.05 - Exceptions to Order of Layoff, if positions requiring special qualifications or skills are subject to displacement. Prior to effecting any exceptions, the department is required to canvass all more senior employees in that department and class to determine if a more senior employee possesses the requisite qualifications or skills.

(F) Appeal of background rejection for Class Q2 Police Officer by Edouard D. Marchand. (File No. 3203-90)

September 17, 1990: Off calendar at the request of appellant. Mr. Marchand to notify the Assistant Secretary when prepared to proceed.

June 3, 1991: Over to the meeting of June 17, 1991 at the request of Mr. Marchand's attorney.

June 17, 1991: Over to the meeting of July 15, 1991 by mutual agreement between the San Francisco Police Department and the appellant.

July 15, 1991: Over to the meeting of August 19, 1991 at the request of Mr. Marchand's attorney due to lack of a full Commission.

(F)(cont.)

August 19, 1991: Over to the meeting of October 21, 1991
at the request of Mr. Marchand's
attorney.

October 21, 1991: Over to the meeting of December 2, 1991
at the request of Mr. Marchand's
attorney.

Rec: Over to the meeting of January 6, 1992 at the request of
Mr. Marchand's attorney.

REGULAR CALENDAR

(6) GENERAL MANAGER'S REPORT.

(7) COMMISSIONERS' NEW BUSINESS.

EXAMINATION MATTERS

(8) Appeal of background rejection for Class Q2 Police Officer by Roberta D. Friedman. (File No. 3191-91)

August 19, 1991: Over to the meeting of October 21, 1991 at the request of Ms. Friedman's attorney.

October 21, 1991: Over to the meeting of November 18, 1991 at the request of Ms. Friedman's attorney.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of Ms. Friedman's attorney.

Rec: Deny appeal; sustain the decision of the Chief of Police.

(9) Appeal of background rejection for Class H2 Firefighter by James A. Smith. (File No. 3614-91)

Rec: Adopt staff report; deny appeal of James A. Smith.

(10) Appeal of background rejection for Class H2 Firefighter by Mike Szeto. (File No. 3617-91)

Rec: Adopt staff report; deny appeal of Mike Szeto.

IN-SERVICE MATTERS

- (11) Future employability of Ms. Glenna Benjamin, Class 2320 Registered Nurse, Department of Public Health. (File No. 6509-91)

October 18, 1991: Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service.

Rec: Deny appeal; sustain the decision of the General Manager, Personnel.

- (12) Request for provisional appointment in Class 1823 Senior Administrative Analyst, Department of Public Health. (File No. 6514-91)

Open for discussion.

CIVIL SERVICE COMMISSION OF SAN FRANCISCO

REGULAR MEETING - DECEMBER 2, 1991

PART II - 3 p.m.

SEPARATIONS FROM THE SERVICE

(13) ROLL CALL AND CONTINUANCES: 3 p.m. CALENDAR

As soon after 3 p.m. as practical, a roll call will be held of persons appearing on this calendar to ascertain who is present for hearing. Please respond as your name is called. Your case will be heard by the Commission in the order it appears on the agenda unless the President grants a request to be heard out of order. The Commission will take immediate action during the roll call on those persons not in attendance. The Secretary will also announce changes to the agenda during the roll call.

APPEAL OF AUTOMATIC RESIGNATION

- (14) Gladys Ruiz, 1424 Clerk Typist, 422/E-1, Department of Public Health, Community Public Health Services, 10/18/91.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of Local 790.

Rec: Off calendar at the request of the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (15) Jonathan Pesner, Ph.D., 2574 Clinical Psychologist, 2/E-20, Department of Public Health, Laguna Honda Hospital, 10/30/91.

Recommendation of the Department of Public Health:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Public Health.

APPEAL OF AUTOMATIC RESIGNATION

- (16) Saul Contreras, 1630 Account Clerk, 135/CPE-1, Department of Social Services, 11/3/91.

Recommendation of the Department of Social Services:

Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Department of Social Services.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (17) Mary-Irma Kelley, 1426 Senior Clerk Typist, 6/CPE-51, Civil Service Commission, Management Development Unit, 8/8/91.

September 16, 1991: Over to the meeting of October 7, 1991 at the request of the General Manager, Personnel.

October 7, 1991: Over to the meeting of October 21, 1991 at the request of Local 790.

October 21, 1991: Over to the meeting of December 2, 1991 at the request of Local 790.

Recommendation of the General Manager, Personnel:

Dismiss from the City and County Service. Cancel all current examination and eligibility status. Future employment subject to review and approval of the General Manager, Personnel after satisfactory completion of one year's work experience outside the City and County service. Not to be employed again by the Civil Service Commission.

TERMINATION OF ENTRANCE PROBATIONARY APPOINTMENT

- (18) Sergio Orzynski, 1720 Data Entry Operator, 78/E-11, Department of Public Health, Laguna Honda Hospital, 10/15/91.

November 18, 1991: Over to the meeting of December 2, 1991 at the request of the Department of Public Health.

Recommendation of the Department of Public Health:

Not to be employed again by the Department of Public Health.

DISMISSAL OF PERMANENT EMPLOYEE

- (19) Jimmie N. Carter, 7449 Sewer Service Worker, 4/CPE-3, Department of Public Works, Street and Sewer Division, 10/3/91.

November 4, 1991: Over to the meeting of December 2, 1991 at Mr. Carter's request.

Recommendation of the Department of Public Works:

Cancel all current examination and eligibility status. No future employment with the City and County of San Francisco.

(20) INDIVIDUALS' REQUESTS TO SPEAK

Persons requesting to address the Civil Service Commission on matters not on the agenda but within the jurisdiction of the Civil Service Commission shall complete a "REQUEST TO ADDRESS THE COMMISSION" card and submit it to the Assistant Secretary, Civil Service Commission, in Room 153 City Hall by 12 Noon on the meeting day. Requests may be submitted by telephone by calling 554-4747 before 12 Noon on the meeting day. Office hours are 8 a.m. to 5 p.m. Monday through Friday.

Maximum time allowed each speaker is three (3) minutes.

Total time allowed for individuals' requests to speak shall not exceed 30 minutes unless the Commission extends such time by majority vote.

(21) ADJOURNMENT

